

## CONTINUATION SHEET: YES/NO



CONTINUATION SHEET: YES

WEEK/S OF INTENDED PRODUCTION	→
WEEK/S OF INTENDED TRANSMISSION	→



## CONTINUATION SHEET 426/10

INTERNAL COSTS								EXTERNAL COSTS				
NAME	UNIT	CODE	Quantity	Dir	Org	Spread	RATE	£	REMARKS	NAME	Code	£
Producer	D	A01	7				33	231	STRAND AVERAGE FOR EPISODE 1 OF 6 PART SERIAL /	Artists Fees	101	2220
Assistant Director	D	A02	60				33	1980		Curr. Aff/O.B. Long Term Cost	102	
P.A.	D	A03	60				19	1140		Repeat/Repro. Fees	104	
Producer's Assistant	D	A07	60				8	480		Walk Ons	132	
Research Assistant	D	A06								Staff Fees	103	
Secretary	D	A08	7				6	42		Copyright	106	300
Drama A.F.M.	D	A11	50				10	500		Orchestra	105	100
Assoc. Prod.	D	A04	7				29	203		Orchestrations	109	
Script Editor	D	A09	7				30	210		Facility Fees	108	100
Designer	D	F23	50			42	19	950		Hire of Photographs	134	
Design Assistant	D	F30	45				15	675	Scenic Servicing	120	1600	
Graphics	F	F06	150					150	Graphics	136	140	
Visual Effects	F	F07	600					600	Visual Effects	137	700	
Scenic Projection	F								Costume	122	500	
Construction	H	G10	1500			42	2.25	3375	Make-Up	121	50	
Costume Supervisor	D	H01	50			42	20	1000	Hired Studio Equipment	127		
A & M	F	G11	1125					1125	Hired O.B. Equipment	128		
Dressers	H	H03	200				2.25	450	Overseas Production Facil.	125		
Make-Up Supervisor	H	I 01	150			42	2	300	Film Purchase	123		
Make-Up Assistant	H	J02	70				1.50	105	Film Costs	124	1100	
Floor Manager	D	J01							Film Lighting	138		
A.F.M.	D	J02							Helicopter	133		
Floor Assistant	D	J03	2				10	20	Transport	129	300	
Rehearsal Rooms	D	J20	6				13	78	V.T.R.	131	125	
Film Shooting (Sync)	D	D05	7				60	420	Film Recording	130		
Film Shooting (Silent)	D	D							Miscellaneous	135		
Film Editing	D	D31	18				30	540	Hospitality	113		
Film Dubbing	H	D61	14				12	168	T. & D. (Foreign)	524		
Film Lighting	D	D14	7				48	336				
Stages	D	D23	3				356	1068				
Lot	D	D27										
Studio 6	D	C04	1				1070	1070				
Studio Cameras	D	C44	13				44	572				
M.C.R. (inc. 4 Cameras)	D											
Additional Cameras	D											
Rolling Eye	D	E14										
Radio Link	D	E16										
Temporary Lines	F	E20										
O.B. Lighting	F	E22										
O.B. Transport	F	E23										
O.B. Engineering T&D	F	E24										
VTR Recording/Repro	H	K01	5	50			7.50	12				
VTR Editing	H	K02	6				7.50	45				
Telecine	H	K03	11				8.50	94				
Radio/Phonics	H	L12	20									

Sub Total		7565
T & D (Home)	533	150
Excess Baggage & Freight	531	
Satellite Charges	533	
EXTERNAL TOTAL		7715

TOTAL COSTS

Total: External		
Total: Internal		
	£	2677

COST PER HOUR

SUBMITTED BY \_\_\_\_\_ DATE \_\_\_\_\_  
ISSUE NO. \_\_\_\_\_

MINUTES OF SPECIALLY SHOT FILM 201 452054



Date of intended input		Reel No.		Item No.	
PROGRAMME BUDGET, ESTIMATE AMENDMENT				CONTINUATION SHEET: YES/NO	
DEPARTMENT		CHANNEL		PLANNING PERIOD	
Drama Serials		BBC-1		Wk. Oct. TO. Dec.	
STRAND TITLE		DR. WHO		PRODUCER BARRY LETTS	
COLOUR		MIXED			
PROGRAMME TITLE: DR. WHO : FFF					
RECORD TYPE		PROJECT NO: To be completed for each Rec. Type			
58				REVISED PROGRAMME TITLE:-	
				1st LINE (12) 2nd LINE (12)	
AND/OR 59		02340/7034		REVISED PRODUCTION:-	
				WEEK 46 (2) YEAR 70 (2)	
AND/OR 61				NEW PRODUCER:-	
				CODE (4) NAME (16)	
AND/OR 62				REVISED TRANSMISSION:-	
				WEEK (2) YEAR (2)	
AND/OR 81		02340/7034		FILL IN BELOW (ALL REQUIREMENTS TO BE ESTIMATED)	
INTERNAL COSTS					
EXTERNAL COSTS					
NAME UNIT CODE Quantity Dec Drg Spread RATE £					
Producer D A01 7 33 231					
Assoc. Producer / Director D A02 60 33 1980					
P.A. D A05 60 19 1140					
Producer's Assistant D A07 60 8 480					
Research Assistant D A06					
Secretary D A08 7 6 42					
Drama A.F.M. D A11 50 10 500					
Script Editor D A09 7 30 210					
Photographer H A05 1 4 4					
Designer D F21 50 19 950					
Design Assistant D F30 45 15 675					
Graphics £ F06 107 107					
Visual Effects £ F07 600 600					
Scenic Projection F					
Construction H G10 1500 2.25 3375					
Costume Supervisor D H01 50 20 1000					
A & M £ G11 1125 1125					
Dressers H H03 195 2.25 439					
Make-Up Supervisor H I01 140 2 280					
Make-Up Assistant H I02 80 1.50 120					
Floor Manager D J01					
A.F.M. D J02					
Floor Assistant D J03 2 10 20					
Rehearsal Rooms D J20 7 13 91					
Film Shooting (Sync) D D05 6 60 360					
Film Shooting (Silent) D D					
Film Editing D D31 12 30 360					
Film Dubbing H D61 6 12 72					
Film Lighting D D14 6 48 288					
Stages D D23 2 356 712					
Lot D D27					
Studio D C07 1 1070 1070					
Studio D C04 0 0					
Studio Cameras H D C44 13 44 572					
M.C.R. (inc. 4 Cameras) D					
Additional Cameras D					
Roving Eye D E14					
Radio Link D E16					
Temporary Lines £ E20					
O.B. Lighting £ E22					
O.B. Transport £ E23					
O.B. Engineering T&D £ E24					
VTR Recording/Repro H K01 5 50 7.5 42					
VTR Editing H K02 24 7.5 180					
Telecine H K03 11 8.5 94					
Radiophonics H L12 20 4 80					
Extra Hours H D07 60 1.5 90					
Equipment £ D09 174 174					
Extra Hours H D17 48 1.5 72					
Equipment £ D19 420 420					
Scenemen H G06 80 1.5 120					
Viewing Theatre H D41 3 6 18					
" Machine H D42 3 3 9					
Transfer Sutie H D28 3 2 6					
Assoc. Prod. D A04 0 0					
Designer D F23 0 0					
INTERNAL TOTAL 18108					
DATE RECEIVED IN PLANNING 18 MAR 1970					
ACCEPTED BY					
FILM SHOOTING RATIO 8:1					
MINUTES OF SPECIALLY SHOT FILM 18'					
REMARKS					
Filming: 16mm.					
Wk 43: Tues to Fri.					
Wk 44: Mon, Tues.					
Average External Cost per Episode £3,608					
NAME Code £					
Artists Fees 101 2705					
Curr. Aff./O.B. Long Term Cont 102					
Repeat/Repro. Fees 104					
Walk Ons 132					
Staff Fees 103					
Copyright 106 300					
Orchestra 105 100					
Orchestrations 109					
Facility Fees 108 270					
Hire of Photographs 134					
Scenic Servicing 120 1700					
Graphics 136 100					
Visual Effects 137 475					
Costume 122 500					
Make-Up 121 50					
Hired Studio Equipment 127					
Hired O.B. Equipment 128					
Overseas Production Facil. 125					
Film Purchase 123					
Film Costs 124 600					
Film Lighting 138					
Helicopter 133					
Transport 129 360					
V.T.R. 131 125					
Film Recording 130					
Miscellaneous 135					
Hospitality 113					
T. & D. (Foreign) 524					
Sub Total 7285					
T & D (Home) 523 115					
Excess Baggage & Freight 531					
Satellite Charges 533					
EXTERNAL TOTAL 7400					
TOTAL COSTS					
Total: External 7400					
Total: Internal 18108					
£ 25508					
COST PER HOUR 61219					
SUBMITTED BY DATE 6.3.70					



FROM: Barry Letts, Producer "Dr. Who"      Date: June 8th, 1970

SUBJECT: OUTSIDE REHEARSAL ROOM BOOKING

TO:            Studio Bookings,            Room 4047 T.C.            Ext.

I require an Outside Rehearsal Room for the following production:-

Title/Sub-title: DR. WHO : Serial FFF

Project Number(s): ---

Studio Dates: <sup>20</sup>19.11.70, <sup>21</sup>20.11.70; 4.12.70, 5.12.70; 18.12.70, 19.12.70

Mark up date(s): November 7th, 1970

First reh. date: November 8th, 1970

Last reh date: December 17th, 1970

Details of Saturday afternoons or Sundays if required (state dates & times):

Sat. 14,	Sun. 15	November	Sat. 5,	Sun. 6	December
" 21,	" 22	"	" 12,	" 13	"
" 28,	" 29	"			

If two rooms are required, state dates and reasons (i.e. dancers, singers etc).

Large room, please, as there are large sets for this production.

Any other details, i.e. large composite sets etc.

Signed: Penny Forster  
(for Barry Letts)



**STORY LINE BRIEF**

From: Terrance Dicks

Room No. &amp; Building: 505 Union House

Telephone Extn:

To: Copyright Department through Drama Head of Department.

Date: June 29th, 1970

I would like to commission the following ~~Storyline~~ Treatment  
 (delete as appropriate)

~~Project No:~~  
 Expenditure No:  
 02340/0929

Series Title and code:

DR. WHO

84

Target Delivery Date:

July 10th, 1970

Title and Episode Number (if applicable) of Proposed Storyline:

"PANDORA MACHINE"

Producer:

Barry Letts

Author: Don HOUGHTON, c/o Margery  
 Vosper Ltd., Tel.

Theme:

Adventure thriller

Length of Proposed Television Play:

6 x 25'

Notes re Fee etc:

£ to be deducted from full fee if commissioned.

Signed

*Barry Letts*  
 (Barry Letts)

(Producer)

*Terrance Dicks*  
 (Terrance Dicks)

(Script Editor)

(Terrance Dicks)

*Pr other f  
 if comm serial f  
 (less f from ep-1)  
 agreed f  
 (507)*



Agreed 7/7/70.

Copy to: Terrance Dicks  
H.Tel.S.U.  
C.A.D.G.Tel.  
O.Serials.D.Tel.

Ext.

EXPEND. NO. 023400929

Reference 01/CT/BT

3rd July 1970

Dear Miss Vosper,

DON HOUGHTON : DR. WHO : PANDORA MACHINE

We should like to commission Don Houghton to write a storyline for 6 x 25 minute episodes in our television drama serial DR. WHO at present called "Pandora Machine" for delivery by 10th July 1970.

For this work I would like to offer him a fee of payable half on agreement and half on delivery. If we should decide to commission a full serial from him I would like to offer him a full script fee of for each episode (from which I would deduct already paid from episode I) under our normal terms and conditions.

Would you let me know whether this is acceptable?

Yours sincerely,

(Ben Travers)  
Assistant Head of Copyright

Miss Margery Vosper,  
Margery Vosper Limited,  
53A Shaftesbury Avenue,  
London W.1.

HLD



COMMISSIONING BRIEF

From: TERRANCE DICKS

Room No. &amp; Building: 505 Union

Telephone Extn:

To: Copyright Department through Drama Head of Department

Date: 6th August 1970

*Ronald Havers* H. SERIALS, D. TEL. -

I would like to commission the following

Original/Dramatisation/Adaptation/Translation  
(delete as appropriate)

DOCTOR WHO SERIAL 'Pandora Machine'

Project No. Expend. No. 023400929	Series Title and code: 'Pandora Machine' DOCTOR WHO (SERIALS) 84
Target Delivery Date: 1.9.70	

Title and Episode Number (if applicable) of Proposed Script:

Pandora Machine Episode 1

Producer:

Barry Letts

Author:

Don Houghton

Theme:

Adventure thriller

Length:

24'

Notes re Fee etc:

Author's Agent:- Miss Margaret Vosper Ltd., 53A Shaftesbury Ave,  
Full script of \* 6 episodes £ London W.1.

Signed

*B. Letts P.P.*

(Producer)

*T.W. Dicks*

(Script Editor)

*Revised script Agreement  
for 6 eps 2 f  
(less f ahead part  
from EP 1.)*



COMMISSIONING BRIEF

From: TERRANCE DICKS

Room No. &amp; Building: 505 Union

Telephone Extn:

6

Date: 6th August 1970

Original/Dramatisation/Adaptation/Translation

DOCTOR WHO SERIAL 'Pandora Machine'

Project No: Expend. No. 023400929 45	Series Title and code: 'Pandora Machine' DOCTOR WHO (SERIAL) 84	
Target Delivery Date: 1.9.70	Actual Delivery Date: 1.9.70	Acceptance Date: 2.9.70

Title:

Pandora Machine Episode 2

Producer:

Barry Letts

Author:

Don Houghton

Theme:

Adventure thriller

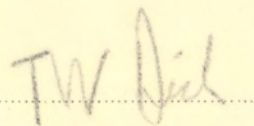
Length:

24'

Notes re Fee etc:

Author's Agent:- Miss Margatet Vosper, 53A Shaftesbury Ave, W.1.

Full script of 6 episodes £

Signed.....  
(Producer)
  
 (Script Editor)

Accepted/Rejected by.....



COMMISSIONING BRIEF

From: TERRANCE DICKS

Room No. &amp; Building: 505 Union

Telephone Extn:

Date: 6th August '70

Original/Dramatisation/Adaptation/Translation

DOCTOR WHO SERIAL 'Pandora Machine'

Project No. Expend No. 023400989 31 46	Series Title and code: Pandora Machine DOCTOR WHO (SERIAL) 84	
Target Delivery Date: 1.9.70	Actual Delivery Date: 1.9.70	Acceptance Date: 2.9.70

Title:

Pandora Machine Episode 3

Producer: Barry Letts

Author: Don Houghton

Theme:

ADVENTURE THRILLER

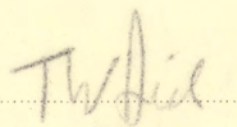
Length:

24'

Notes re Fee etc:

Author's Agent:- Miss M. Vosper, 53A Shaftesbury Ave, W.1.

Full script of 6 episodes &amp;

Signed.....  
(Producer)
  
 .....  
 (Script Editor)

Accepted/Rejected by.....



**COMMISSIONING BRIEF**From: **TERRANCE DICKS**Room No. & Building: **505 Union**

Telephone Extn:

Date: **6th August '70**

Original/Dramatisation/Adaptation/Translation

**DOCTOR WHO SERIAL 'Pandora Machine'**

Project No: <b>023400929</b> <i>38 47</i>	Series Title and code: <b>DOCTOR WHO SERIAL 'Pandora Machine' 84</b>	
Target Delivery Date: <b>1.9.70</b>	Actual Delivery Date: <b>1.9.70.</b>	Acceptance Date: <b>2.9.70</b>

Title:

**'Pandora Machine' Episode 4**

Producer:

**Barry Letts**

Author:

**Don Houghton**

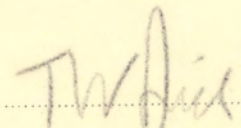
Theme:

**Adventure thriller**

Length:

**24'**

Notes re Fee etc:

**Author's Agent:- Miss M. Vosper, 53A Shaftesbury Ave, W.1.****Full script of 6 episodes &**Signed.....  
(Producer)
  
 .....  
 (Script Editor)

Accepted/Rejected by.....



**COMMISSIONING BRIEF**From: **TERRANCE DICKS**Room No. & Building: **505 Union**

Telephone Extn:

Date: **6th August '70**

Original/Dramatisation/Adaptation/Translation

**DOCTOR WHO SERIAL 'Pandora Machine'**

Project No: <b>Expend.No.</b> <b>023400929</b> <i>48</i>		Series Title and code: <b>DOCTOR WHO SERIAL 'Pandora Machine' 84</b>
Target Delivery Date: <b>1.9.70</b>	Actual Delivery Date: <b>1.9.70</b>	Acceptance Date: <b>2.9.70.</b>

Title:  
**'Pandora Machine' Episode5**Producer:  
**BARRY LETTS**Author:  
**DON HOUGHTON**Theme: **ADVENTURE THRILLER**Length: **24'**

Notes re Fee etc:

**Author's Agent: Miss M. Vosper, 53A Shaftesbury Avenue, W.1.****Full script of 6 episodes &**Signed.....  
(Producer)*TW Dicks*  
.....  
(Script Editor)

Accepted/Rejected by.....



COMMISSIONING BRIEFFrom: **TERRANCE DICKS**Room No. & Building: **505 Union**

Telephone Extn:

Date: **6th August '70**

Original/Dramatisation/Adaptation/Translation

**DOCTOR WHO SERIAL 'Pandora Machine'****Project No. Expend No.****023400929****3449**

Series Title and code:

**DOCTOR WHO SERIAL 'Pandora Machine' 84**

Target Delivery Date:

**1.9.70**

Actual Delivery Date:

Acceptance Date:

Title:

**'Pandora Machine' Episode 6**

Producer:

**BARRY LETTS**

Author:

**DON HOUGHTON**

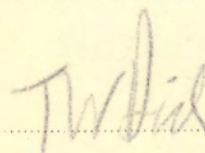
Theme:

**Adventure thriller**

Length:

**24'**

Notes re Fee etc:

**Author's Agent: Miss M. Vosper, 53A Shaftesbury Avenue, W.1.****Full script of 6 episodes &**Signed.....  
(Producer)

(Script Editor)

Accepted/Rejected by.....



**ACCEPTANCE/REJECTION NOTIFICATION****TERRANCE DISKS** (Enter acceptance or rejection date before despatch)From: **505 Union**

Room No. &amp; Building:

Telephone Extn: **6th August 1970**

To: Copyright Department

Date of Brief:

Could you please ACCEPT/REJECT the following Original/Dramatisation/Adaptation/Translation

**DOCTOR WHO SERIAL 'Pandora Machine'**

Project No. <b>Expend. No.</b> <b>023400929</b>	Series Title and code: <b>'Pandora Machine'</b>	<b>DOCTOR WHO (SERIALS)</b> 84
Target Delivery Date: <b>1.9.70</b>	Actual Delivery Date: <b>1.9.70</b>	Acceptance/Rejection Date: <b>2.9.70</b>

Title: **Pandora Machine Episode 1**Producer: **Barry Letts**Author: **Don Houghton**Theme: **Adventure thriller**Length: **24'**

Notes re Fee etc:

Author's Agent:- Miss Margaret Vosper Ltd., 53A Shaftesbury Ave,  
Full script of **6** episodes & London W.1.

Signed **B. Letts** (Producer)
**T. W. Dick**  
(Script Editor)

Accepted/Rejected by.....



DON HOUGHTON

28th, August, 1970.

My Dear Terrance,

Ep Six, as promised: but there are a couple of points in it which may worry you:

1) I've overloaded the characters inside UNIT Mobile HQ, in the latter scenes. As it was near the climax - I bunged JO, Mike, the Brig, plus ~~three~~ others into the place. I'm told the usual compliment for a Command Vehicle is seven - but even the six I've got in there creates space problems. If you think so, too - then I suggest that we lose BENTON and the UNIT OPERATOR from the scenes - and play it with the four remaining. The OPERATOR is none speaking anyway - and BENTON has only one or two lines.

2) I suspect the Director will be worried about our INT. FOR EXT. Disused Quarry. Matching is going to be problematic anyway. I only chose the quarry setting because, logically, it would help to isolate the explosion. I've been wracking my brains for an alternative - but none come readily to mind. It would be great if the whole sequence could be done on TK - but that would well and truly overload your Exterior Shooting Schedules. Maybe a compromise with a deserted barn, or an old railway shed, or a building of some sort, might be the answer. Depends very much on how the Director and the Producer feel.

Do hope you like the last ep - I think I've solved all the unanswered questions. You'll notice that I've injected a tiny, serious note in the last scene - re The Master - when the Doctor realises that his arch enemy has probably escaped. Thought it might help to set the scene for the next story.

I tried to put in that bit about the Doctor disconnecting the firing switch on the Rocket, as we'd discussed, but for some strange reason it did seem to slow down the action - right at the crucial moment. The way it stands now it is, ironically, the 'box' which causes the Master to drop the switch, instead.

I realise you won't get around to reading this for some time - so I'll take the opportunity of having a few days rest away from the typewriter. Might take Pixi over to the Welsh Border. Frankly, we need the sleep !

Cheers - and sincerest regards to Barry,

Don H.



**From:** P.A. to Timothy Combe

**Room No & Building:** 411 Threshold

**Telephone Extn:**

**Subject:** DR.WHO (FFF) : BBC HELICOPTER

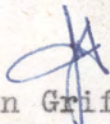
25th September 1970

**To:** Betty Sanders

**Copy to:** Barry Letts

It would be appreciated if arrangements could be made to provisionally book the BBC Helicopter with 16mm camera mountings for the afternoon of Wednesday, 28th October and for the evening of Thursday, 29th October.

Filming is anticipated to be in the Dover area.

  
(John Griffiths)



**From:** P.A. to Timothy Combe

**Room No & Building:** 411 Threshold

**Telephone Extn:**

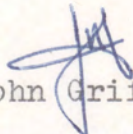
**Subject:** DR.WHO (FFF) : EXTRA DAY FILMING CHARGE AND ESTIMATE

**To:** Barry Letts

25.9.70

Further to your request, herewith is an estimate of the additional expense that will be incurred by our extra day's filming:-

5 Man Crew (including Grips)	60
Camera Equipment	12
Additional Equipment	2
Lighting Men (five)	60
Lighting Equipment	10
Generator	30
Catering (approx.40 persons)	40
Transport	12
Prop Men (2 @ 30/- hr.)	24
Facility Fees	30
Film Stock (800 ft.@ 1/4d.ft)	53. 6. 8
Total	£333. 6. 8

  
(John Griffiths)



FROM: Asst. Scenic Design Manager, Television  
330 Scenery Block, TC: PABX:

30th September, 1970

SUBJECT: DR. WHO (FTF) - Man Hour Re-allocation

TO: Elizabeth Flack (P.A.)

copies to: DL. Organiser  
Jeanette Wright  
Barry Letts  
Tim Combe  
Ray London  
Construction Organiser  
Asst. (1) to H.S.M. Tel.  
Asst. Man. (Studio Ops.)  
Ch. Asst. (Drama) to  
H. Sc. Des.  
Allen Thomson

The designer of the above serial has now been able to prepare his breakdown of the sets and would like to re-allocate the man hour effort as follows:-

	<u>Allocation</u>	<u>Now Required</u>	<u>Handling Weight</u>
Filming: Week 43/44 (Const. 42)	500	50	-
Episodes 1 & 2: Sat. Wk.47 (Const. 46)	1415	1600 (200 to be made in Wk.45)	1600
Episodes 3 & 4: Sat. Wk.49 (Const. 48)	830	450	1350
Episodes 5 & 6: Sat. Wk.51 (Const. 50)	900	450	1350
	<u>3645</u>	<u>2550</u>	

Construction Organiser has agreed these figures providing 200 man hours for the programmes recorded in Week 47 are sercoed in Week 45. Asst. Manager, (Studio Ops) has, I understand, already seen the rough plans for the first four episodes and is looking at the loading in the studios at these particular times before giving his approval.

May we have your approval please?

BB

*L.J. Wills*  
(L.J. Wills)



From: P.A. to Timothy Combe

30th September 1970

Room No & Building: 411 Threshold

Telephone Extn:

Subject: DR. WHO (FFF) : MAN HOURS : PROJ.NO: 02340/7034-9

To: Betty Sanders


Copy to: Barry Letts  
Ray London

Our Designer has advised us that we shall only require 2550 M.H.  
The original number allocated to the show is 3575 and we  
therefore wish to release 1025 M.H., allocated as follows:-

265 MH	against	Eps.1 & 2	Zero	on	Wk.46
380 MH	"	Eps. 3 & 4	"	"	Wk.48
380 MH	"	Eps. 5 & 6	"	"	Wk.50
1025					

We shall, of course, use 50 MH of our original allocation for  
filming on Wk.43.

Could you please make the necessary arrangements.

  
(John Griffiths)



From: P.A. to Timothy Combe

30th September 1970

Room No & Building: 411 Threshold

Telephone Extn:

Subject: DR. WHO (FFF) : MAN HOURS

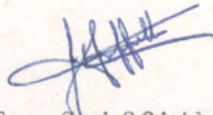
To: Barry Letts

We have now advised Betty Sanders that we are handing back 1025 M.H. This will convert into £2306 which we agreed to spend on artists.

However, Ray London advises us that in order to pay for scaffolding in the studio he will require an additional £650 on Episode 1, making a total of £2050 for Scenic Servicing. We therefore propose to allocate this to him and use the remaining £1656 for artists, dividing as follows:-

Episode 1	£406	- new total	£2751
Episode 2	£250	- new total	£1635
Episode 3	£250	- new total	£1635
Episode 4	£250	- new total	£1635
Episode 5	£250	- new total	£1635
Episode 6	£250	- new total	£1635

We hope this will be acceptable.

  
(John Griffiths)



P.B.E. Breakdown as given to P.A.

FFF. Episode One + Film

Artists Fees.Inc. Walk Ons	£ 2345
Catering	£ 360
Copyright	£ 275
Orchestra	£ 100
Facility Fees	£ 250
Scenic Servicing	£ 1400
Graphics	£ 75
Vis.Effects	£ 450
Costume	£ 300
Make-Up	£ 50
Film Costs	£ 600
Transport	£ 360
VTR	£ 125
	<hr/>
	£ 6690

Film days originally planned: 6 inc. 2 on Ealing Stage

Construction Man Hours : 1500

G11 (i.e. Prop List & Loading) : £1125



FFF. Episodes 2 - 6

Artists Fees.Inc.Walk Ons	£ 1385
Copyright	£ 275
Orchestra	£ 100
Scenic Servicing	£ 500
Graphics	£ 30
Costume	£ 150
Make-Up	£ 20
VTR	£ 125
	<hr/>
	£ 2585
	<hr/>

Construction Man Hours : 415

G.11. : 320



# PBE Breakdown assigned to P.A.

## FFF - Episode One + Film

Artists Fees inc. Walk Ons	2345	
Catering.	360	
Copyright	275 - 25	300
Orchestra.	100 -	
Facility Fees.	250 - 20	270
Scenic Servicing.	1400	300 1700
Graphics.	75	25 100
Vis. Effects.	450	25 475
Costume.	300	200 500
Makeup.	50	
Hair Cost.	600	
Transport.	360	
VTR.	125	

Film days originally planned: 6 inc. 2 on Eating Stage.

Man. Construction Man Hours: 1500  
 G.I. (ie. Prep work loading) : ~~1125~~ 1125  
CP - 2 - 6

~~6690~~ 595  
 6690

Artist Fees inc. Walk-ons.	1385	
Copyright	275 - 25	
Orchestra	100	180
Scenic Servicing	500	<del>100</del>
Graphics	30 - 20	
Costume.	150 - 20	
Makeup.	20 - 5	
VTR.	125	
	<u>2585</u>	<u>250</u>

Construction Man Hours: 415

~~2 Days on Eating Stage are planned as~~

~~Rep~~ G.I. : 320.



From: Asst. Production

lets  
6055 TC.

PABX:

Subject: MAN HOURS.: DR. WHO (FFF)

To: Manager, Scenic Design Resources.

1st October, 1970

Copy to: Scenic Design Manager, Scenic Design Organiser, Construction Organiser,  
P.A.(F), F.A., Org. D.L.

I agree to re-allocate the man hours for the above productions as follows:-

	<u>Allocated</u>	<u>Required</u>
Filming: wk.43/44 (cont.42)	500	50
Eps. 1&2 Sat. wk.47 (cont.46)	1415	1600
		(200 to be made in week 45)
Eps. 3&4 Sat.wk.49 (cont.48)	830	450
Eps. 5&6 Sat.wk.51 (cont.50)	900	450

*Jeanette Wright*

(Jeanette Wright)

FROM: Drawing Manager, Television  
331 Scenery Block, TC: PABE

6th October, 1970

SUBJECT: DR. WHO (FTF) - Man Hours

TO: DL. Organiser

copies to: B. Letts  
T. Combe  
R. London  
Contracts Office  
Progress Desk  
Sen. Asst. (Alloc.) Props.  
Allan Thomson

The Man Hour re-allocation for the above programme has been agreed and revised design progress dates are as follows:-

Filming: Week 43/44 - now allocated 50 man hours


Plan Agreed date: 12th October  
Drawing date: 16th October  
Property date: 19th October.

Episodes 1 & 2, Saturday Week 47 - now allocated 1600 man hours  
(200 of these man hours to be made in Week 45).

Design Progress dates for Saturday, Week 47 will remain as printed. The Design Progress dates for the 200 man hours in Week 45 (Friday) will be as follows:-

Plan Agreed date: 27th Oct<sup>er</sup>  
Drawing date: 3rd November.

BB

  
(Allan Thomson)



From: John Griffiths

Room No. 8  
Building:

411 Threshold House

Tel.  
Ext.:

date: Oct. 9th 1970

Subject: Electronic Editing "DR WHO" PFF

To: Betty Sanders

c.c. Barry Letts  
Sam Upton


We have discussed the Videotape Editing pattern with Sam Upton and it would be appreciated if arrangements could be made for the editing to be handled on the following dates:

21st December  
22nd       "  
23rd       "  
29th       "  
31st       "

} All ELECTRONIC

and the 4th January 1971.

With thanks,

  
John Griffiths

P.A. to Timothy Combe,

RETURN TO ROOM 330 SC. BLK. T.C. BY \_\_\_\_\_

SERIAL NO 1

DESIGNER AND DESIGN ASSISTANT  
CONTRACT FOR SERVICE  
ORIGINAL/REVISION TO SERIAL NO \_\_\_\_\_

FROM: Scenic Design Manager PABX

Date Issue 15.10.70

TO: (Producer)

Director \_\_\_\_\_

\*Production Date SAT 21.11.Prod. Dept DLProduction Week 47Prog. Title DR. WHO EPS. 1 & 2 (FTT)

Filming Date(s) \_\_\_\_\_

\*Project No 2340/7034/5

Filming Week(s) \_\_\_\_\_

\*Production dates as on PBE i.e. for studio productions this is final recording (or TX) day; for all-film programmes, dubbing date + 3 weeks unless specified otherwise on PBE. Please check proj. no. if incorrect please inform Miss J. Killick Ext.

DESIGNER R. LONDON

CODE		DAYS	COST £
F.20	Designer - EDU		
F.21	Designer - Scripted	<u>55</u>	<u>1,045</u>
F.22	Designer - Unscripted		
F.24	Designer - SDU		
F.30	Design Assistant	<u>45</u>	<u>675</u>
	Total Internal Cost		<u>1,720</u>

Unless you or your Departmental Organiser contacts me within one week of the Date of Issue shown above, your acceptance of this charge will be assumed.

Signature Henry Smith SCENIC DESIGN  
MANAGER

- NOTE: 1. This quote is based on production information received to date. Any variations or additions may result in a revised quote.
2. This quote does not necessarily guarantee the services of the Designer named above. Scenic Design Manager reserves the right at all times to deploy staff to productions according to prevailing circumstances.

REMARKS:

Producer/Director  
Please sign one copy

I accept the above quote

Signed B. L. W. B.Date 16-10-70

Distribution:

Producer (2 copies)

Organiser (1 copy)

Director (Drama only  
1 copy)



Sec. to Org. Serials D.Tel.

406 Thres

15th October 1970

DOCTOR WHO FF VT EDITING

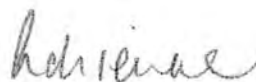
Recordings Clerk

G.C. Barry Letts, John Griffiths

I should like to book Electronic editing with TR 90 for the above serial on the following dates:

Week 51: 21.12.70. 1100-2130 for Ep.1.  
51: 22.12.70. 1100-2130 for Ep.2.  
51: 23.12.70. 1100-2130 for Ep.3.  
52: 29.12.70. 1100-2130 for Ep.4.  
52: 31.12.70. 1100-2130 for Ep.5.  
1: 4. 1.71. 1100-2130 for Ep.6.

These dates have been discussed with the editor, Sam Upton, and it would be appreciated if they could be confirmed as soon as poss.



(Adrienne Salonika)

PROMOTION

DOCTOR WHO: BBC-1  
Colour

"DOCTOR WHO"

'The Mind of Evil'

by

Don Houghton

SERIAL FFF

TRANSMISSION: 30.1.71

UNTIL: 6.3.71

SELLING POINTS

- (1) A new and horrifying alien menace which attacks by using the hidden fears of the mind.
- (2) An exciting and dramatic prison setting with rioting convicts taking over the prison.
- (3) A hijacking of a deadly nerve gas missile.
- (4) The return of Roger Delgado as the Master, the Doctor's most deadly opponent.

STORY: (information in brackets not for publication)

Doctor Who and Jo Grant go to Stangmoor Prison to attend a demonstration of the Keller Process. This is a revolutionary new method of treating hardened and dangerous criminals, by extracting the negative or evil particles directly from their brains.

However, something goes wrong with the Process and a number of mysterious deaths occur. The Doctor forms the theory that the Keller machine is developing an intelligence of its own by feeding on the evil in criminal minds.

Meanwhile, in London, Brigadier Lethbridge Stewart is grappling with mysterious events at an important conference. These climax in the sudden death of the Chinese Delegate.

The Brigadier becomes convinced that Chin Lee, an attractive, young girl, who is a Chinese aide, is implicated.

Captain Mike Yates is engaged in the transport of a nerve gas missile which is to be dumped into the sea, as these weapons have been banned.

All three series of events prove to be linked in a single plan of Keller, inventor of the machine, who is eventually revealed to be the Doctor's old adversary, the Master.

(With the help of rioting convicts, the Master takes over Stangmoor Prison, making captives of Jo and the Doctor.

cont.....



He organises the convicts in a successful hijacking of the missile which he conceals in a deserted hangar.

Meanwhile, the Doctor discovers that inside the Keller machine is an alien creature, a parasite which feeds on human minds.

By the time the Brigadier discovers the true state of affairs at Stangmoor Prison, and rescues Jo and the Doctor, the Master has the missile ready to fire at London, where he intends to destroy all the delegates at the Peace Conference, thus provoking a war in which he will emerge the only victor. When all seems lost, the Doctor discovers a way to defeat the Master, using as his means the alien mind parasite which the Master himself brought to Earth)

PRODUCER.....BARRY LETTS

DIRECTOR:.....TIM COMBE

SCRIPT EDITOR....TERRANCE DICKS

DESIGNER.....RAY LONDON

SAN  
16.10.70



## B.B.C. Television DRAMA EARLY WARNING SYNOPSIS

DEPT.  
FROM

SERIALS

\*

BBC 1

BBC 2

B. Letts

PRODUCER OF

DOCTOR WHO

STORY EDITOR

TERRANCE DICKS

TITLE OF PLAY, SERIES EPISODE OR SERIAL

'THE MIND OF EVIL'

Project Number

2340/7034

Duration:

25'

AUTHOR (AND TRANSLATOR)

Don Houghton

DRAMATISED/ADAPTED BY

DIRECTOR (IF KNOWN)

Tim Combe

Rec. Week &amp; Day (if known)

20.11.70

TX Week &amp; Day (if known):

30.1.71

Studio

TC3, TC8.

Cast: \*

Large (20 plus) / Medium / Small (6 minus)

Approx. No. &amp; Type of Sets

Possible Film Requirements

TYPE OF DRAMA:

Modern or Period (give date):

Comedy Drama, Suspense Thriller, etc.

ADVENTURE THRILLER

## BRIEF OUTLINE OF PLOT:

(Information in brackets NOT FOR PUBLICATION)

Doctor Who and Jo Grant go to Stangmoor Prison to attend a demonstration of the Keller Process. This is a revolutionary new method of treating hardened and dangerous criminals, by extracting the negative or evil particles directly from their brains.

However, something goes wrong with the Process and a number of mysterious deaths occur. The Doctor forms the theory that the Keller machine is developing an intelligence of its own by feeding on the evil in criminal minds.

Meanwhile, in London, Brigadier Lethbridge Stewart is grappling with mysterious events at an important conference. These climax in the sudden death of the Chinese Delegate.

The Brigadier becomes convinced that Chin Lee, an attractive, young girl, who is a Chinese aide, is implicated.

Captain Mike Yates is engaged in the transport of a nerve gas missile which is to be dumped into the sea, as these weapons have been banned.

All three series of events prove to be linked in a single plan of Keller, inventor of the machine, who is eventually revealed to be the Doctor's old adversary, the Master.

(With the help of rioting convicts, the Master takes over Stangmoor Prison, making captives of Jo and the Doctor.

He organises the convicts in a successful hijacking of the missile which he conceals in a deserted hangar.

Meanwhile the Doctor discovers that inside the Keller Machine is an alien creature, a parasite which feeds on human minds,

By the time the Brigadier discovers the true state of affairs at Stangmoor Prison, and rescues Jo and the Doctor, the Master has the missile ready to fire at London, where he intends to destroy all the delegates at the Peace Conference, thus provoking a war in which he will emerge the only victor. When all seems lost, the Doctor discovers a way to defeat the Master, using as his means the alien mind parasite which the Master himself brought to earth.)

ANY OTHER POINTS (e.g. names of leading artists if known)

Jon Pertwee - DOCTOR WHO, Katy Manning - JO GRANT, Nicholas Courtney - BRIGADIER, Mike Yates - RICHARD FRANKLIN.

Roger Delgado - THE MASTER

PRODUCER'S SIGNATURE:

Date:

16.10.70



RETURN TO ROOM E806T.C.

BY.....

Serial no:.....

MAKE-UP  
CONTRACT FOR SERVICE

Original/Revision to serial no:....

From: Make-Up Manager, PABX  
To: (Producer BARRY LETTS

Date of issue 19.10.70

Director: TIMOTHY COMBE  
Prod. Dept: DRAMA SERIALS  
Title: DR. WHO FFF  
Project No: 2340/7034

Production date: 21/22 NOV.  
Production week: 47  
Filming date (s): 26-30 OCT. & 2-3 NOV.  
Filming week (s): 43 & 44

\*Production date as on PBE, i.e. for studio productions this is final recording (or live tx.) day; for all-film programmes dubbing date + 3 weeks unless specified otherwise on PBE.

CODEIO1 MAKE-UP SUPERVISOR.....JAN HARRISON.....

Preparation time 40...hours @ £2 £80  
Estimated Filming/OB 7...days) charged on agreed  
Studio 2...days) hours @ £2 per £  
hour

IO2 MAKE-UP ASSISTANTS

Preparation time ..... hours @ 30/- £  
Number of Assistants:-

	FILMING/OB						STUDIO
	Wk <u>43</u>	Wk <u>44</u>	Wk...	Wk...	Wk...	Wk...	
Sat.							2
Sun;							2
Mon.	2	2					
Tues.	2	2					
Wed.	2						
Thurs.	2						
Fri.	2						

Charged on agreed hours @ 30/- per hour £

TOTAL INTERNAL

21 MAKE-UP MATERIALS

EXTERNAL £ 20 per episode

- NOTE: 1. This quote is based on production information received to date. Any variations or additions may result in a revised quote.  
2. This quote does not necessarily guarantee the services of the Supervisor named above. Make-Up Manager reserves the right at all times to deploy staff to productions according to prevailing circumstances.

REMARKS:

Producer/  
Director  
Please sign  
one copy

I accept the above quote

signed.....

Date 25.10.70

Distribution:  
Producer (2 copies)  
Organiser  
Director (Drama only)

TO: **BARRY LETTS**

EXT:

ROOM NO: **505**

BUILDING: **UNION HOUSE**

GRAPHICS QUOTATION FORM  
-----

PRODUCTION. **DR. WHO**.....

PROJECT NO. **2340/7035**.....

VTR/TX DATE.. **30.1.71**.....

FILMING DATE.....

EXTERNAL CHARGE.. **£21 (slides)**

INTERNAL CHARGE **£22**....

TOTAL **£43**

This quotation is for work requested on your graphic requirement form dated... **19.10.70**..... Please sign the top copy and return within two days so returns can be made to the computer.

RETURN TO: Graphics Progress Organiser,  
201, Scenery Block, TC. EXT:

QUOTATION ACCEPTED..... SIGNATURE.....

DATE.....

N.B. This does not include photographers hourly rate or filming costs. **21.10.70**



TO: BARRY LETTS

EXT:

ROOM NO: 505

BUILDING: UNION HOUSE

GRAPHICS QUOTATION FORM

PRODUCTION.: DR. WHO.....

PROJECT NO.. 02340/7037.....

VTR/TX DATE. 20.2.71.....

FILMING DATE.....

EXTERNAL CHARGE. £18(slides)

INTERNAL CHARGE £19.....

TOTAL £37.....

This quotation is for work requested on your graphic requirement form dated.....Please sign the top copy and return within two days so returns can be made to the computer.

RETURN TO: Graphics Progress Organiser,  
201, Scenery Block, TC. EXT:

QUOTATION ACCEPTED..... ✓ SIGNATURE B. Letts.....

DATE. 28.10.70.....

N.B. This does not include photographers hourly rate or filming costs. 26.10.70

TO: BARRY LETTS

EXT:

ROOM NO: 505

BUILDING: UNION HOUSE

GRAPHICS QUOTATION FORM

PRODUCTION. ~~DP~~ ~~WTC~~ .....

PROJECT NO. ~~02340/7036~~ .....

VTR/TX DATE. ~~13.2.71~~ .....

FILMING DATE.....

EXTERNAL CHARGE. ~~£21~~ (slides)

INTERNAL CHARGE ~~£22~~ .....

TOTAL ~~£43~~ .....

This quotation is for work requested on your graphic requirement form dated.....Please sign the top copy and return within two days so returns can be made to the computer.

RETURN TO: Graphics Progress Organiser,  
201, Scenery Block, TC. EXT:

QUOTATION ACCEPTED..... SIGNATURE.....

DATE.....

N.B. This does not include photographers hourly rate or filming costs.

26.10.70



PRODUCTION OFFICE  
411 THRESHOLD HOUSE  
PABX

Proj.No.02340/7034-9

DR. WHO (FFF)

Barry Letts

"The Mind of Evil" (Eps.1-6)

by Don Houghton

FILM SCHEDULE AND DIARY : 26TH OCT.-3RD NOV.

Producer	:	BARRY LETTS
Script Editor	:	TERRANCE DICKS
Director	:	TIMOTHY COMBE
P.A.	:	JOHN GRIFFITHS
A.F.M.	:	SUE HEDDEN
Assistant	:	JOAN ELLIOTT
Designer	:	RAY LONDON
Costume Supervisor	:	BOBI BARTLETT
Make-up Supervisor	:	JAN HARRISON
Film Cameraman	:	MAX SAMETT
Camera Assistants	:	MIKE RADFORD
Grips	:	MICHAEL MILES
Sound Recordist	:	GRAHAM RICHMOND
Asst. Sound	:	DEREK MEDUS
Film Editor	:	EDDIE DOUGALL
Scene Crew	:	HOWARD BILLINGHAM
	:	BILL TAYLOR
	:	BOB McCREATH
Visual Effects	:	JIM WARD
Armourer	:	ALF TRUSTRUM

DISTRIBUTION:

H.Serials, D.Tel., 406 Thres.  
Org.Serials, D.Tel., 406 Thres.  
A.(A) Serials, D.Tel., 404 Thres.  
Hugh Wilson, A.7 TFS  
Max Samett, Film Cameraman, TFS(3)  
Derek Medus, Sound Recordist TFS (2)  
Head of Costume Dept., TC (2)  
Head of Make-up Dept., TC (2)  
Bobi Bartlett, 3022 TC (2)  
Jan Harrison, E.816 (2)  
Scene Master, TC (2)  
Magda Olendar, Prop.Buyer, Sc.Blk.  
Mr.Frank Holland, TC  
Movement Control, TC  
Tel.Ed., Radio Times, 35 MHS  
Art Ed., Radio Times, 35 MHS  
Press Office, 24, 12 Cav.Pl.  
Miss Ridz, 1, 10 Cav.Pl.  
Mr.Hugh Tosh, Sc.Block, TC  
Jackie Blackburn, Lighting TFS (4)  
Bert Davies, TFS  
Ray London, 419 Sc.Blk.  
Barry Letts, 512 Thres.(2)  
Jennie Betts, 2253 Spur TC  
Mrs.P. Fraser, 102, 10 Cav.Pl.  
Mrs. S.Cave, S.312 Sulgrave Ho.  
Miss Jane Shirley

Miss Carter, Investigator's Office,  
Bentinck House  
Transport Office, Kendal Ave.(4)  
Programme Transport, T.C.  
Reception, T.C.  
Drama Publicity Officer, T.C.  
Progress Desk, T.C.  
Master Carpenter, 123 Sc.Blk.  
Caterers - Mossberry Williams  
Bernard Lodge, Graphics, Sc.Blk  
Jim Ward, Vis.Effects, 220 Sc.Blk.  
Kingsbury Motors (10)  
Havoc (6)  
Ass. Construction Org. 333 S.B.(3)  
Alf Trustrum, Armourers, Basement,  
Sc.Blk. T.C.  
David Agency /Oriental Casting

CAST:

JON PERTWEE  
KATY MANNING  
ROGER DELGADO  
NEIL MCCARTHY  
NICHOLAS COURTNEY  
RICHARD FRANKLIN  
PIX SEN LIM  
JOHN LEVENE  
ANDY HO  
WILLIAM MARLOWE  
LESLIE WEEKES/MATTHEW WALTERS

ARTISTS ARE REMINDERED THAT THEY ARE INDIVIDUALLY  
RESPONSIBLE FOR PAYMENT OF THEIR HOTEL EXPENSES.

It may be necessary to wear a tie for dinner.

Locations may be cold so please bring plenty of  
warm clothing and waterproof foot wear.



TRAINS TO DOVER (WEEKDAYS)

DEPART CHARING X

07.05 a.m.

08.10a.m.

09.00 a.m.,

09.10a. m.

10.00 a.m.

11.00 a.m.

15.00 p.m.

15.10 p.m.

16.00 p.m.

17.17 p.m.

19.00 p.m.

ARRIVE DOVER PRIORY

08.56a.m.

09.53 a.m.

10.30 a.m.

10.53 a.m.

11.30 a.m.

12.30 p.m.

16.30 p.m.

16.53 p.m.,

17.30 p.m.

19.08 p.m.

20.00 p.m.

DEPART DOVER PRIORY

07.00 a.m.

08.48 a.m.

09.10 a.m.

09.48 a.m.

14.48 p.m.

15.10 p.m.

16.48 p.m.

17.10 p.m.

17.48 p.m.

18.10 p.m.

19.10 p.m.

20.10 p.m.

ARRIVE CHARING CROSS

09.01 a.m.

10.20 a.m.

10.58 a.m.

11.20 a.m.

16.22 p.m.

17.00 p.m.

18.20 p.m.

18.58 p.m.

19.20 p.m.

19.58 p.m.

20.58 p.m.

21.58 p.m.

PLEASE NOTE: ALL TRAINS STOP AT WATERLOO 3 MINUTES AFTER  
DEPARTURE TIME FROM CHARING X

ENQUIRIES CHARING X:

ENQUIRIES DOVER PRIORY:

SUNDAY 25th OCTOBER 1970

TRAVEL TO DOVER AND STAY OVERNIGHT.

Tim Combe  
John Griffiths  
Sue Hedden  
Joan Elliott

HOTEL:

The White Cliffs Hotel,  
Sea Front,  
Dover.

CONTACT:

RECEPTION:

PROPS:

3 Ton Property Van to be loaded  
at TC at 13.00 hours and travel  
to Dover leaving TC at app.  
15.00 hours.



MONDAY 26th OCTOBER 1970 - DAY SHOOTING

LOCATION: LOCATION A. SEE MAP I. CONSTABLE TOWER AREA,  
DOVER CASTLE,  
KENT.

ARTISTS TRAVEL  
ARRANGEMENTS  
AND CALLS.

KATY MANNING.....	(Jo Grant)
ROGER DELGADO.....	(The Master)
NICHOLAS COURTNEY....	(The Brigadier)
WILLIAM MARLOWE.....	(Mailer)
NEIL McCARTHY.....	(Barnham)
LESLEY WEEKS.....	(Speaking Prison Officer)
MATTHEW WALTERS.....	(Speaking Prisoner)

EXTRAS:

Travelling.....(	FRANCIS WILLIAMS.....	(Master's Chauffeur)
in own cars.....(	BILLY HERRIGAN.....	(Unit Corporal 5)
	DEREK MARTIN.....	(Prisoner No. 2 and Fight Arranger)
	TONY JENKINS.....	(Prison Officer W.O.)

MAKE-UP &  
WARDROBE :

To catch coach with Artists and Extras listed above leaving TELEVISION CENTRE, MAIN RECEPTION at 7.30a.m. ARRIVING ON LOCATION AT 10.45 a.m.

JON PERTWEE..... (Dr. Who)  
JOHN LEVENE..... (Sgt. Benton)

Will proceed to Location by Car.

UNIT CALL: 11.00 a.m. at LOCATION A.

DIRECTIONS:

If proceeding to DOVER by car it is suggested that you proceed VIA CHELSEA BRIDGE, turning LEFT at BATTERSEA PARK ROAD, INTO NINE ELMS LANE. Passing under VAUXHALL STATION FOLLOWING SIGNS A.2. ROCHESTER - DOVER. PASSING THE OVAL CRICKET GROUND INTO CAMBERWELL NEW ROAD and CAMBERWELL CHURCH STREET, following well signed road through to PECKHAM, LEWISHAM, BLACK HEATH and A.2. ROCHESTER WAY. ONTO M.2. MOTORWAY to DOVER. The MOTORWAY stops some 16 MILES from DOVER, then proceed on the A.2. until you enter the TOWN on the LONDON ROAD, changing to CRABBLE HILL, forking LEFT into BUCKLAND AVENUE, BARTON ROAD straight into CONNAUGHT ROAD, TURN RIGHT AT THE CASTLE into CASTLE HILL ROAD. (SEE MAP 2) and into Car Park

WARDROBE &  
MAKE-UP  
CARAVAN:

PROCEEDING TO DOVER INDEPENDENTLY

MONDAY 26th OCTOBER - Contd/.....

SEQUENCES:

Ep. I TK. I.	(Page 1 in script)	ARRIVAL AT CASTLE
Ep. I TK 4	{ " 31 " " }	DR. RETURNS TO PRISON
Ep. 3 TK 4	{ " 29 " " }	MASTER ARRIVES PRISON
Ep. 3 TK 6	{ " 49 " " }	DR. TAKEN OVER @ GATES
Ep. 5 TK 5	{ " 35 " " }	BRIG. STORMS ENTRANCE
Ep. 6 TK 7?	{ " 18 " " }	LEAVING FOR HANGAR.

TIMETABLE:

10.45a.m.	.....	COFFEE ON LOCATION
11.00a.m.	- 1.00p.m.	REH/SHOOT
1.00p.m.	- 2.00p.m.	LUNCH
2.00p.m.	- 3.30p.m.	REH/SHOOT
3.30p.m.	- 3.45p.m.	TEA
3.45p.m.	- 5.30p.m.	REH/SHOOT

PROPS:

Van to park in Coach Park (See Map I) .  
2 Scene Crew to be on Location at 9.00a.m.  
(please check call with AFM)

CARS:

Doctor's Car, Van, Black Maria on Loc. at 10.30a.m.

CATERING:

COFFEE, LUNCH AND TEA WILL BE SERVED BY;  
MOSSBERRY-WILLIAMS,  
58, EDGELEY LANE,  
LONDON. S.W.4. TEL:

ARMOURER:

On Location at 11.00a.m.

VIS. EFFECTS:

On Location at 2.00a.m.

TRANSPORT:

40 Seater Coach to LEAVE TELEVISION CENTRE,  
MAIN RECEPTION at 7.30a.m. WITH WARDROBE,  
MAKE-UP PERSONNEL TOGETHER WITH ARTISTS.

SECOND COACH TO LEAVE TELEVISION CENTRE,  
MAIN RECEPTION AT 3.30p.m. WITH THE FOLLOWING:

CHARLES MARRIOTT .....	Unit Soldier	8
MICHAEL CARTER.....	Unit "	9
IAN ELLIOTT.....	Unit "	10
ROBERT BALD.....	Unit "	11
DENNIS BALCOMBE.....	Unit "	12.
MAX DIAMOND.....	Prisoner	3
LES CLARK.....	"	4
BOB BLAINE.....	"	5
LES CONRAD.....	"	6
DEREK CHAFER.....	"	7
RICKY LANCING.....	"	8
JOHNNY CLUMP.....	"	9
LEN SAUNDERS.....	"	10.

MARC BOYLE (Unit Soldier 1)	} To travel to Dover in their own cars.
ROY SCAMMEL( " " 2)	
TERRY WALSH( " " 3)	
MIKE STEVENS " " 4)	

WILL ALL ARTISTS TRAVELLING IN THEIR OWN CARS PLEASE  
RING SUE HEDDEN (AFM) AT THE WHITE CLIFFS HOTEL  
(Dover ) on Mon. evening to confirm their arrival.



MONDAY 26th OCTOBER 1970 - Contd/.....

The Coach leaving TELEVISION CENTRE AT 3.30p.m.  
will arrive at DOVER AT APP. 6.30p.m.

CONTACT: AYERS COACHES LTD.  
CHERRY TREE AVENUE,  
DOVER,  
KENT.

TELEPHONE: DOVER

TECH. REQUIREMENTS: 16mm Syns Camera with zoom and extra wide  
angle lens.  
16mm Silent Camera together with second operator.  
two sets of Walkie Talkies.

TOILETS: IN THE CASTLE KEEP & MEDIEVAL CAUSEWAY AREAS.  
(SEE MAP I.)

SPECIAL NOTE: PERMISSION FOR FILMING AT DOVER CASTLE HAS  
BEEN DIFFICULT TO OBTAIN. IT IS ESSENTIAL  
THAT MEMBERS OF THE PUBLIC MUST BE UN-  
RESTRICTED AS MUCH AS IS HUMANLY POSSIBLE,  
PLEASE CLEAR YOUR OWN LITTER IN THE BINS  
PROVIDED BY THE CASTLE AUTHORITIES.

PARKING: MOST VEHICLES IN THE MAIN CASTLE CAR PARK,  
PROPS VEHICLE IN THE COACH PARK (See Map I)

CONTACT: Mr. (Works Foreman)

TELEPHONE: Dover

ACCOMODATION FOR THE NIGHT OF MONDAY OCTOBER 26th;

WHITE CLIFFS HOTEL  
SEA FRONT,  
DOVER

TEL: Dover 633

JON PERTWEE  
ROGER DELGADO  
JOHN LEVENE (DOUBLE)  
NICHOLAS COURTNEY  
WILLIAM MARLOWE (DOUBLE)  
LESLEY WEEKS  
MATTHEW WALTERS  
TIM COMBE  
JOHN GRIFFITHS  
SUE HEDDEN  
JOAN ELLIOTT  
MAX SAMMET  
MIKE RADFORD  
MICHAEL MILES  
BOBI BARTLETT (DOUBLE)

COSTUME ROOM

Contd/.....

ACCOMODATION FOR THE NIGHT OF Oct. 26th Contd/...

WHITE CLIFFS HOTEL:  
SEA FRONT,  
DOVER.

JAN HARRISON  
IRENE WALLS  
VICKI THOMAS  
MAKE-UP ROOM

DOVER STAGE COACH HOTEL  
SEA FRONT,  
DOVER.  
TEL: Dover

DEREK MARTIN  
BOB BLANE  
LES CONRAD  
MARC BOYLE  
ROY SCAMMEL  
TERRY WALSH  
MIKE STEVENS

CENTRAL HOTEL,  
50/51 BIGGIN STREET,  
DOVER.  
TEL: Dover

TONY JENKINS  
FRANCIS WILLIAMS  
MAX DIAMOND  
LES CLARK  
DEREK CHAFER  
RICKY LANCING

HOTEL ST. JAMES.  
HAROLD STREET,  
DOVER.  
TEL: Dover

CAROLYN COLLIER  
BILLY HARRIGAN  
MICHAEL CARTER  
IAN ELLIOTT  
ROBERT BALD  
DENNIS BALCOMBE

RETURN TO LONDON:

KATY MANNING  
NEIL MCCARTHY.



TUESDAY 27th OCTOBER - DAY SHOOTING:

LOCATION:

LOCATION B-C-D-E  
SEE MAP I DOVER CASTLE,  
KENT.

ARTISTS:

JON PERTWEE.....Dr. Who  
WILLIAM MARLOWE.....Mailer  
ROGER DELGADO.....The Master  
NICHOLAS COURTNEY....Brigadier  
JOHN LEVENE.....Sgt. Benton  
MATTHEW WALTERS.....Speaking Prisoner

EXTRAS:

DEREK MARTIN.....Prisoner No 2. & Fight  
Arranger  
MAX DIAMOND....." No. 3  
LES CLARK....." " 4  
BOB BLANE....." " 5  
LES CONRAD....." " 6  
RICKY LANCING....." " 8  
DEREK CHAFER....." " 7  
JOHNNY CLUMP....." " 9  
LEN SAUNDERS....." " 10

FRANCIS WILLIAMS..... MASTER'S CHAUFFEUR

MARC BOWLE.....	Unit Soldier 1	} STUNTS
ROY SCAMMEL.....	" " 2	
TERRY WALSH.....	" " 3	
MIKE STEVENS.....	" " 4	
BILLY HERRIGAN.....	" Corporal 5	
LESLEY WEEKS.....	" Soldier 6	
TONY JENKINS.....	" " 7	
CHARLES MARRIATT.....	" " 8	
MICHAEL CARTER.....	" " 9	
IAN ELLIOTT.....	" " 10	
ROBERT BALD.....	" " 11	
DENNIS BALCOMBE.....	" " 12.	

BLACK MARIA DRIVER.,. KINGSBURY MOTORS

CALLS FOR ARTISTS:

To be ready to leave their Hotels at  
8.10a.m. breakfast having been taken. The  
Ayers Coach will call for Artists, starting  
at White Cliffs Hotel, onto Dover Stage and  
Central then Hotel St. James. Arriving at  
the Castle at 8.30a.m.

UNIT CALL/ARMOURER:

8.30a.m. on Location.

PROPS:

Property Van and Prop Men on Location at 8.00a.m.  
(Please check this call with AFM)

SEQUENCES:

Ep.3.TK8 (Page 54 in script) Dr. runs from Prisoners  
Ep.4.TK3 ( " 23 " " ) Pris. into Maria  
Ep.4.TK6 ( " 37 " " ) Prisoners return  
Ep.4.TK8 ( " 43 " " ) Master Leaves  
Ep.5.TK5 ( " 37 " " ) The Battle Starts  
Ep.5.TK6 ( " 39 " " ) Climbing Walls &  
Battle  
Ep.5.TK7 ( " 41 " " ) Convicts giving up.

TUESDAY 27th Oct. - Contd/.....

TIMETABLE:

8.30a.m. - 10.00a.m. SET UP REH/SHOOT  
10.00a.m. - 10.15a.m. COFFEE  
10.15a.m. - 1. 00p.m. REH/SHOOT  
1. 00p.m. - 2. 00p.m. LUNCH  
2. 00p.m. - 3. 30p.m. REH/SHOOT  
3.30p.m. - 3. 45p.m. TEA  
3.45p.m. - 5.3 0p.m. APP. REH/SHOOT

PROP VEHICLES:

Dr. Who's car; Master's car; Black Maria;  
Jeep

CATERING:

To be on Location at 8.00a.m.

TRANSPORT:

Leaving by Coach at 8.10a.m.  
Car to bring Army Personel from  
Alland Grange to HOTEL ST. JAMES.

TECH. REQUIREMENTS:

As for Monday 26th October

TOILETS:

As for Monday 26th October

PARKING:

As for Monday 26th October

CONTACT:

As for Monday 26th October

ARRIVALS:

RICHARD FRANKLIN.....CAPT. MIKE YATES.  
To catch the 4.00p.m. train from  
Charing Cross arriving Dover Priory  
at 5.30p.m. Taxi will meet this train  
and take him to the WHITE CLIFFS HOTEL.

ARMY ROCKET arrives at MANSTON HANGAR  
LEADER to Contact P.A. on Location.

RETURNING TO LONDON:  
AFTER FILMING ON  
27th OCTOBER:

ROGER DELGADO.....(The Master)  
FRANCIS WILLIAMS....(Chauffeur)  
JOHNNY CLUMP.....(Prisoner No.9)  
LEN SAUNDERS.....( " NO.10)  
ROBERT BALD.....(Soldier No. 11)  
DENNIS BALCOMBE.....( " No.12 )

ACCOMODATION FOR NIGHT OF OCTOBER 27th 1970:

WHITE CLIFFS HOTEL.

JON PERTWEE.....(Dr. Who)  
WILLIAM MARLOWE... (Mailer)  
RICHARD FRANKLIN.. (Capt. Mike Yates)  
NICHOLAS COURTNEY. (Brigadier)  
JOHN LEVENE..... (Sgt. Benton)  
MATTHEW WALTERS... (Speaking Prisoner)  
LESLEY WEEKS..... (Speaking Prison Officer)  
REGULAR PRODUCTION UNIT, FILM CAMERAMAN  
AND CREW AND TECHNICAL STAFF ROOMS.

+



TUESDAY 27th OCTOBER Contd/.....

DOVER STAGE COACH HOTEL : DEREK MARTIN.....Prisoner 2  
BOB BLANE....." 5  
LES CONRAD....." 6  
MARC BOYLE.....Soldier 1  
ROY SCAMMEL....." 2  
TERRY WALSH....." 3  
MIKE STEVENS....." 4

CENTRAL HOTEL: MAX DIAMOND.....Prisoner 3  
LES CLARK....." 4  
DEREK CHAFER....." 7  
RICKY LANCING....." 8  
TONY JENKINS.....Soldier 7

HOTEL ST. JAMES.: BILLY HERRIGAN.....Unit Corp. 5  
MICHAEL CARTER.....Soldier 9  
IAN ELLIOTT....." 10  
A. ANOTHER ..... Army 1  
A. ANOTHER....." 2  
A. ANOTHER....." 3  
A. ANOTHER....." 4  
CAROLYN COLLIER

END OF SCHEDULE FOR 27th

WEDNESDAY 28th OCTOBER - DAY SHOOTING:

LOCATION:

F AMBUSH AREA SEE MAP 3  
C DOVER CASTLE SEE MAP 1

DIRECTIONS:

Take the LONDON ROAD and Turn RIGHT ONTO THE A256 at the end of the town, proceed to WHITFIELD straight on at the WHITFIELD ROUNABOUT for  $\frac{3}{4}$  of a mile along the road to SUTTON. Park just after passing the lay-by on the RIGHT HAND SIDE.

ARTISTS:

WILLIAM MARLOWE..... Mailer  
JOHN LEVENE..... Sgt. Benton  
RICHARD FRANKLIN..... Capt. Yates.  
NICHOLAS COURTNEY..... Brigadier  
MATTHEW WALTERS..... Prisoner Speaking

P.M. ONLY ( JON PERTWEE..... Dr. Who  
P.M. ONLY ( KATY MANNING..... Jo Grant

STUNT MEN:

MARC BOYLE..... Unit Soldier 1.  
ROY SCAMMEL..... " " 2  
TERRY WALSH..... " " 3  
MIKE STEVENS..... " " 4

EXTRA'S & W.O.

DEREK MARTIN..... Prisoner 2 &  
Fight Arranger  
A. ANOTHER..... Rocket Driver Army 1  
A. ANOTHER..... " " 2  
MAX DIAMOND..... Prisoner 3  
LES CLARK..... " 4  
BOB BLANE..... " 5  
LES CONRAD..... " 6  
DEREK CHAFER..... " 7  
RICKY LANCING..... " 8  
BILLY HERRIGAN..... Corporal Soldier 5  
LESLEY WEEKS..... Soldier 6  
TONY JENKINS..... " 7  
CHARLES MARRIATT..... " 8  
MICHAEL CARTER..... " 9  
IAN ELLIOTT..... " 10  
BLACK MARIA DRIVER..... Kingsbury Motors

CALLS:

Artists to be ready to leave their HOTELS at 8.10a.m. Breakfast having been taken.  
JON PERTWEE AND KATY MANNING to JOIN UNIT FOR LUNCH.

UNIT CALL:

On LOCATION AT 8.30a.m.

VISUAL EFFECTS:

On Location at 8.30a.m.



PROPS:

To be on Location at 8.00a.m.  
(please check call with AFM)

HELICOPTER:

Helicopter arriving and landing at 12 noon

CONTACT:

B.E.A.F. LTD.  
OXFORD AIRPORT,  
KIDLINGTON,  
OXFORDSHIRE.

TEL. NO.

ARMY ROCKET:

ARMY ROCKET TRAVELLING FROM MANSTON  
HANGAR to meet on ROADWAY AND TO TRAVEL  
IN N.E. DIRECTION TOWARDS SUTTON.

CONTACT:

CAPTAIN  
36th HEAVY AIR DEFENCE REGIMENT,  
HORSESHOE BARRACKS,  
SHOEBURYNESSE,  
ESSEX.

TEL. NO.

ARMOURER:

On Location at 8.30a.m.

CATERING:

On Location at 8.30a.m. (Location F)

SEQUENCES:

Ep.4.	TK 4 (P.32 in script)	Ambush of Rocket
4.	TK 4a(P.34 " " )	" " "
4	TK 6a(P. 40 " " )	Aftermath of Ambush
5	TK 2 (P. 2 " " )	Helicopter over Prison
5	TK 2a(P. 3 " " )	" " "
5	TK 2b(P. 4 " " )	" " "
5	TK 2b(P. 5 " " )	Prisoners move Dr. inside.
5	TK 2b(P. 6 " " )	Helicopter over Prison.

TIMETABLE:

8.30a.m. - 10.00a.m. SET-UP REH/SHOOT  
10.00a.m. - 10.15a.n. COFFEE  
10.15a.m. - 1.00p.m. REH/SHOOT  
1.15p.m. - 2.15p.m. LUNCH & MOVE TO LOC.  
C - CASTLE  
2.45p.m. - 3.30 p.m. REH/SHOOT  
3.30p.m. - 3.45p.m. TEA  
3.45p.m. - 5.30p.m. APP. REH/SHOOT.

TRANSPORT:

COACH leaving at 8.10a.m.

TECHNICAL REQUIREMENTS:

As for previous days +  
CAMERA MOUNTING IN HELICOPTER

TOILETS:

PUB IN WHITFIELD  
LOCATION C - CASTLE LAVATORIES.

PARKING:

LOCATION F - FURTHER ALONG THE ROAD  
TOWARDS SUTTON - See Production Staff.

LOCATION C - As Before.

ARRIVALS:

KATY MANNING:..... Jo Grant  
FRANCIS WILLIAMS..... Master's Chauffeur  
To catch 11.00a.m. train from  
Charing Cross arriving at 12.30p.m.  
Taxi will meet them and take them to  
the WHITE CLIFFS HOTEL then to collect  
Jon Pertwee and Proceed to Location  
Area.  
Francis Williams to be dropped at  
CENTRAL HOTEL.

NEIL MCCARTHY TO CATCH 4.00p.m. train  
from CHARING CROSS ARRIVING AT DOVER  
at 5.30p.m. TAXI WILL MEET HIM AND GO  
TO WHITE CLIFFS HOTEL.

RETURNING TO LONDON

AFTER FILMING:

NICHOLAS COURTNEY  
DEREK CHAFER  
RICKY LANCING  
LESLEY WEEKS  
BILLY HARRIGAN  
TONY JENKINS  
CHARLES MARRIATT  
MICHAEL CARTER  
IAN ELLIOTT

ACCOMMODATION FOR 28th

WHITE CLIFFS HOTEL:

JON PERTWEE  
KATY MANNING  
RICHARD FRANKLIN  
JOHN LEVENE  
WILLIAM MARLOWE  
MATTHEW WALTERS  
HELICOPTER PILOT  
16 AS BEFORE

+



DOVER STAGE COACH HOTEL:

DEREK MARTIN  
ROY SCAMMEL  
LES CLARK  
BOB BLANE  
LES CONRAD

CENTRAL HOTEL :

MAX DIAMOND  
FRANCIS WILLIAMS

HOTEL ST. JAMES:

CAROLYN COLLIER  
ARMY 1  
ARMY 2

ARMY 3 }  
ARMY 4 } DOUBLE ROOM

END OF SHCEDULE FOR 28th October

THURSDAY, 29TH OCTOBER 1970: Day shooting

LOCATION:

G - see Map 3 - Hanger at Alland Grange,  
Nr. Manston Aerodrome, Nr. Ramsgate

DIRECTIONS:

A256 road again, but turn Left at  
Whitfield to Sandwich. Pass Sandwich  
then take Ramsgate road. Turn Left at  
B2048 past electricity works and Right  
at Minster Cross, Main A253 at Mount  
Pleasant turn onto B2190 North of Manston  
Runway take second road on left hand side  
to Alland Grange.

ARTISTS:

JON PERTWEE.....Dr. Who  
KATY MANNING .....Jo Grant  
WILLIAM MARLOWE .....Mailer  
NEIL McCAPTHY .....Barnham  
RICHARD FRANKLIN .....Mike Yates  
ROGER DELGADO .....The Master  
TED NOWAK .....Unit Pilot  
MATTHEW WALTERS.....Speaking Prisoner 1

WALK-ONS/STUNTS

DEREK MARTIN .....Prisoner 2  
MAX DIAMOND ..... " 3  
LES CLARK ..... " 4  
BOB BLANE ..... " 5  
LES CONRAD ..... " 6  
FRANCIS WILLIAMS .....Chauffeur  
ROY SCAMMEL .....Unit Soldier 2  
STUNTS

CALLS:

Artists to be ready to leave their hotels  
at 7.30am. Breakfast will be taken on  
location.

UNIT CALL:

8.00 am on Location G.

SEQUENCES:

Ep.4 TK.5 (Page 36 in script) Arrival at  
Hanger  
Ep.5 TK.3 (Page 9 of script) Master leaves  
rocket area  
Ep.5 TK.4 ( " 23 " " ) Mike escapes  
Ep.5 TK.8 ( " 50 " " ) Rocket at "ready"  
Ep.6 TK.2 ( " 3 " " ) Prisoners gassed

TIMETABLE:

8.00am-8.30am BREAKFAST  
8.30-10.00am Reh/Shoot  
10.00-10.15am Coffee  
10.15-1.00pm Reh/Shoot  
1.00-2.00pm LUNCH  
2.00-3.30pm Reh/Shoot  
3.30-3.45pm TEA  
3.45-5.30pm approx. Reh/Shoot

PROP VEHICLES:

Cars to be on location at 8.00 a.m.  
Master's; Black Maria; Unit jeep;  
motor cycle; rocket vehicles



THURSDAY, 29TH OCT. /CONT.

PROPS: Van and 2 Scene Men on location at 7.45am.  
Helicopter on location at 9.00am.  
Rocket on location at 8.00am

VISUAL EFFECTS: On location at 9.00am

CATERING: Breakfast, coffee, lunch and tea by  
Mossberry Williams

TRANSPORT: Coach leaving at 7.30am for Alland Grange  
Returning artists to Hotel after filming.  
and onto the station for returning artists.

TECHNICAL  
REQUIREMENTS: A/B

LAVATORIES: In Alland Grange and outlying buildings.  
See map.

PARKING: Behind the hanger - see map

ARMOURER: On location at 9.00am.

RETURNING TO LONDON  
AFTER FILMING: WILLIAM MARLOWE  
ROGER DELGADO  
KATY MANNING  
NEIL MCCARTHY  
MATTHEW WALTERS  
MAX DIAMOND  
LES CLARK  
BOB BLANE  
FRANCIS WILLIAMS  
TED NOWAK

ARRIVALS: MARK BOYLE (by own car)  
TERRY WALSH " " "  
MIKE STEVENS " " "  
(NB: Please ring AFM at White Cliffs to confirm arrival)

ACCOMMODATION:

White Cliffs Hotel JON PERTWEE  
JOHN LEVENE  
RICHARD FRANKLIN  
+ 16 PRODUCTION A/B

Dover Stage Coach  
Hotel: DEREK MARTIN  
ROY SCAMMEL  
MARC BOYLE  
TERRY WALSH  
MIKE STEVENS  
LES CONRAD

Hotel St.James: CAROLINE COLLIER  
ARMY 1  
" 2  
" 3)  
" 4)

FRIDAY, 30TH OCTOBER 1970 - Day shooting

LOCATION: H - See Map 3. R.A.F. Swingate.

DIRECTIONS: Take Road A258 past Dover Castle in the direction of Deal. Turn Right at Duke of York's, Royal Military School and first Right again into RAF Swingate.

ARTISTS: RICHARD FRANKLIN.....Mike Yates  
JOHN LEVENE .....Sgt.Benton  
JON PERTWEE.....Dr.Who

WALK ONS/STUNTS:

MARC BOYLE .....(Motor Cycle 1)  
ROY SCAMMEL .....( " " 2)  
TERRY WALSH .....( " " 3)  
MIKE STEVENS .....( " " 4)  
A.N.OTHER .....Army Driver 1  
A.N.OTHER ..... " " 2  
LES CONRAD .....Military Policeman

CALLS: Artists to be ready to leave their hotels at 8.30am. To be on location at 9.00am.

UNIT CALL: 9.00am on Location H.

SEQUENCES: EP.3 TK.2 (Page 13 in script) Motorcycles pass Research Stn.  
EP.3 TK.3 ( " 15 " " ) Jeep won't start  
EP.3 TK.4 ( " 17 " " ) Phone conversation  
EP.3 TK.5 ( " 36 " " ) Dr.'s car starts & drives off  
EP.3 TK.7 ( " 52 " " ) Convoy moves off  
EP.4 TK.2 ( " 19 " " ) Convoy under way

TIMETABLE: 9.00am-10.30am Set-up/Reh/Shoot  
10.30-10.45am Coffee  
10.45-1.00pm Reh/Shoot  
1.00-2.00pm LUNCH at Position "X" and MOVE TO LOCATION 'K'  
2.30-3.30pm Reh/Shoot  
3.30-3.45pm TEA AND RETURN TO LONDON

PROPS: Scene Men to travel independently to Location H arriving by 9.00am

PROP VEHICLES: Rocket transport; Unit jeep; 4 motorcycles; Dr.Who's car on location at 9.00am.

CATERING: As before

TRANSPORT: Coach leaving at 8.30am for Dover Stage Hotel, St.James. Coach will return artists to their hotels after filming and then run them to Dover Priory Station.

VISUAL EFFECTS: On location at 9.00am.



FRIDAY, 30TH OCT.    /CONT.

TECHNICAL  
REQUIREMENTS:

As before

ARMOURER:

To be on location at 9.00am

LAVATORIES:

In Old H.Q. Block, RAF Swingate

PARKING:

Please keep all unnecessary vehicles away from RAF Swingate. Essential vehicles only to enter the station - see Map 3.

CONTACT:

R.A.F. Swingate  
Flight Lt.  
RAF Manston

Tel. MANSTON  
Ext.

Ministry of Defence  
Mr.

Tel.  
Ext.

MONDAY, 2ND NOVEMBER 1970 - Day shooting

LOCATION: No.24 Cornwall Gardens,  
London, S.W.7.  
See Map 4.  
High angle at Mr. flat  
75 Cornwall Gardens, S.W.7.

DIRECTIONS: Wood Lane. Round Shepherds Bush Green  
into Shepherds Bush Road, past Hammersmith  
Broadway, passing flyover on your right hand  
side into Talgarth Road, into West Cromwell and  
Cromwell Road, past B.E.A. Terminal First  
left into Grenville Place leading to Cornwall  
Gardens.

ARTISTS: JON PERTWEE .....Dr. Who  
NICHOLAS COURTNEY .....Brigadier  
ROGER DELGADO .....The Master  
PIX SEN LIM .....Chin Lee  
BASIL TANG .....Chinese Chauffeur  
FRANCIS WILLIAMS .....Negro Chauffeur  
MILKMAN?.....Kingsbury Motors

CALLS: Artists to be ready to leave Television Centre,  
Main Reception with Costume and Make-up personnel  
at 8.30am, reaching location at 9.00am.

UNIT CALL: 9.00am on location

SEQUENCES: EP.1 TK.3 (Page 22 in script) Chin Lee burns papers  
EP.2 TK.3 ( " 14 " " ) Master fixes phones  
EP.2 TK.3A ( " 14 " " ) Telephone conversation  
EP.2 TK.4 ( " 18 " " ) Master listening  
EP.2 TK.5 ( " 34 " " ) " "  
EP.2 TK.6 ( " 40 " " ) Instruction to kill  
EP.3 TK.2 ( " 13 " " ) Dr. & Chin Lee enter HQ.  
EP.3 TK.4 ( " 17 " " ) Master moves off

TIMETABLE: 9.00am-10.30am Set-up/Reh/Shoot  
10.30-10.45am Coffee  
10.45-1.00pm Reh/Shoot  
1.00-2.00pm Lunch  
2.00-3.30pm Reh/Shoot  
3.30-3.45pm Tea  
3.45-5.30 approx. Reh/Shoot

CARS: On location at 9.00 am. Chinese Delegate's car } same  
The Master's car }  
Milk Float

PROPS: Van and 2 Scene men to be on location at 8.30am

VISUAL EFFECTS: To be on location at 9.00am.

CATERING: Coffee, lunch and tea by Mossberry Williams.

TECHNICAL REQUIREMENTS: A/B less helicopter camera mount.

LAVATORIES: In No.24 Cornwall Gardens, Basement. Mrs.

PARKING: As advised by production staff

CONTACT: Emergencies only please: Mrs. Tel.



TUESDAY, 3RD NOVEMBER 1970 - Day/Night filming

LOCATION: No.24 Cornwall Gardens, S.W.7. Emperor's Gate &  
The Commonwealth Institute  
Kensington High Street,  
W.8. (See MAP 4)

DIRECTIONS: To Cornwall Gardens, see Monday, 2nd Nov. Emperor's Gate as directed on location. Leaving Cornwall Gardens straight into Gloucester Road turning left into Kensington Road and later High Street. Commonwealth Institute is opposite the Odeon Cinema.

ARTISTS: RICHARD FRANKLIN .....Mike Yates  
PIX SEN LIM .....Chin Lee  
JOHN LEVENE .....Sgt. Benton  
(6.00pm call) ANDY HO .....Fu Peng  
( ditto ) NICHOLAS COURTNEY .....Brigadier  
( ditto ) JON PERTWEE .....Dr. Who

WALK-ONS

MICHAEL ELY .....Chauffeur  
FRANCIS WILLIAMS .....Delegate  
PETER ROY .....Policeman  
BILLY HARRIGAN .....Unit Corporal  
(6.00pm call) CHARLES SAYNOR .....Commissionaire  
JIM DELANEY .....Passer-by

CALLS: Artists to be ready to leave Television Centre, Main Reception with Costume and Make-up personnel at 11.30am, to reach location at 12 noon.

JON PERTWEE }  
NICHOLAS COURTNEY } to be ready to  
ANDY HO } leave TC Main Reception  
CHARLES SAYNOR } by car at 6.00pm

UNIT CALL: 12 noon on location

SEQUENCES: EP.1 TK.2 (Page 17 in script) Mike leaves Conf.  
Arrives at Unit HQ.  
EP.2 TK.2 ( " 10 " ) Chin Lee gives Benton the slip  
EP.2 TK.7 ( " 4 " ) Dialogue in Conf. building

TIMETABLE: 12.00-1.00pm Set-up Reh/Shoot  
1.00-2.15pm Lunch & set-up in Emperor's Gate  
2.15-3.30pm Reh./Shoot  
3.30-4.15pm Tea & move to Commonwealth Institute  
4.15-5.30pm Reh./Shoot  
5.30-6.30pm Lighting Main Reception  
6.30-8.30pm Interior shooting  
8.30- Hot snack and wrap

TUESDAY, 3RD NOVEMBER

/CONT.

PROPS:

Van and 2 Scene men to be on location at 11.30am. Together with chippie to erect phone box in Emperor's Gate. Zodiac Unit Car on location at 12.00 noon  
Master's car on location at 12.00 noon

CATERING:

Lunch, tea and hot snacks by Mossberry Williams

TECHNICAL  
REQUIREMENTS:

A/B

LAVATORIES:

A/B and in the basement area of the Commonwealth Institute.

PARKING:

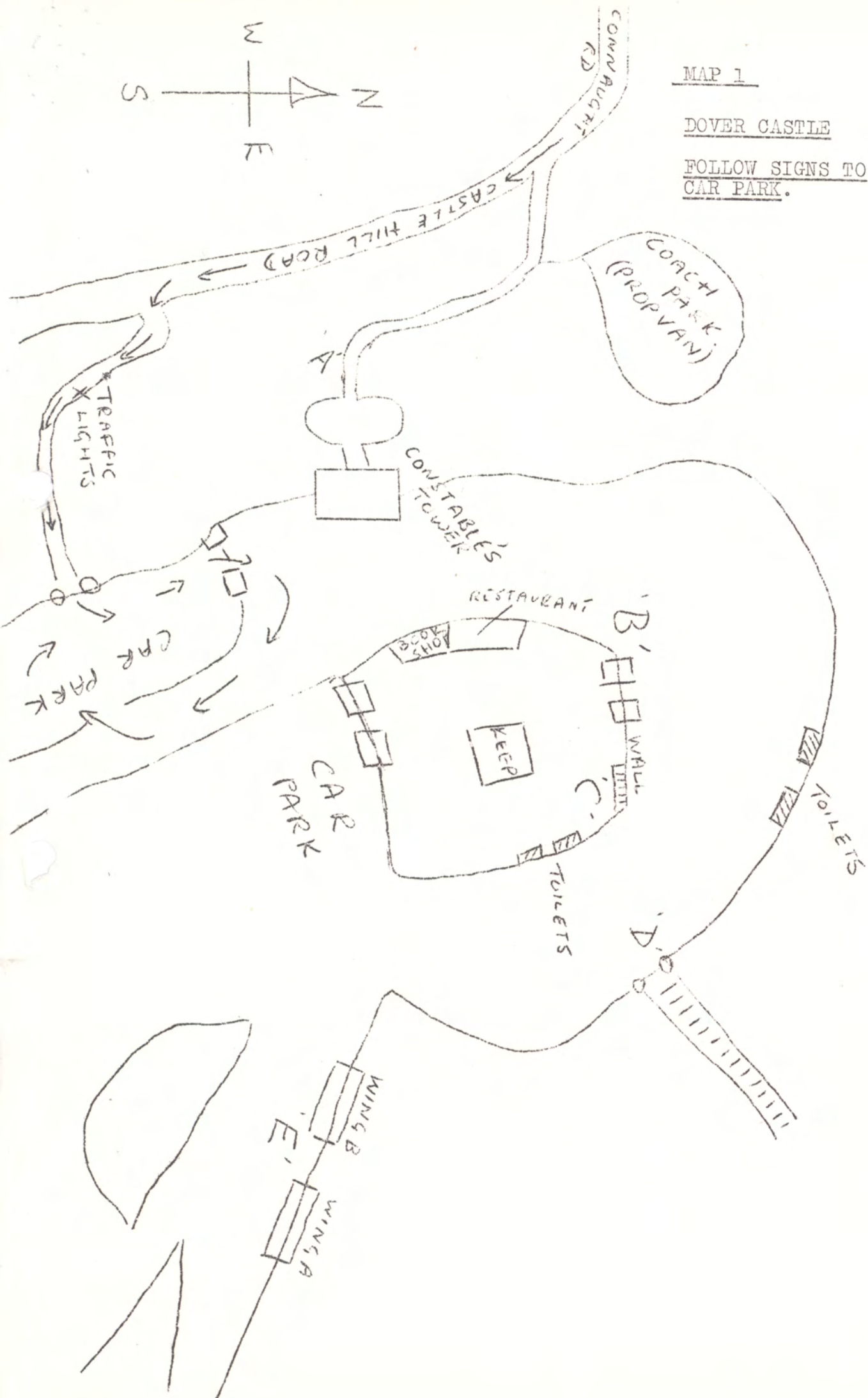
As advised by Production Staff and North End of Commonwealth Institute Car Park.

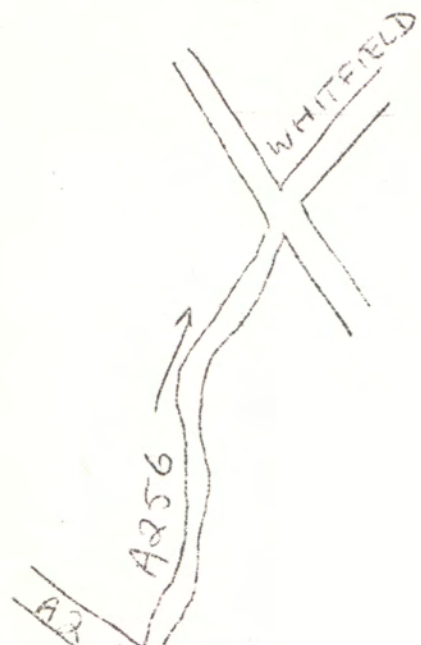
CONTACT:

Mrs. (housekeeper) at 24 Cornwall Gardens. TEL.

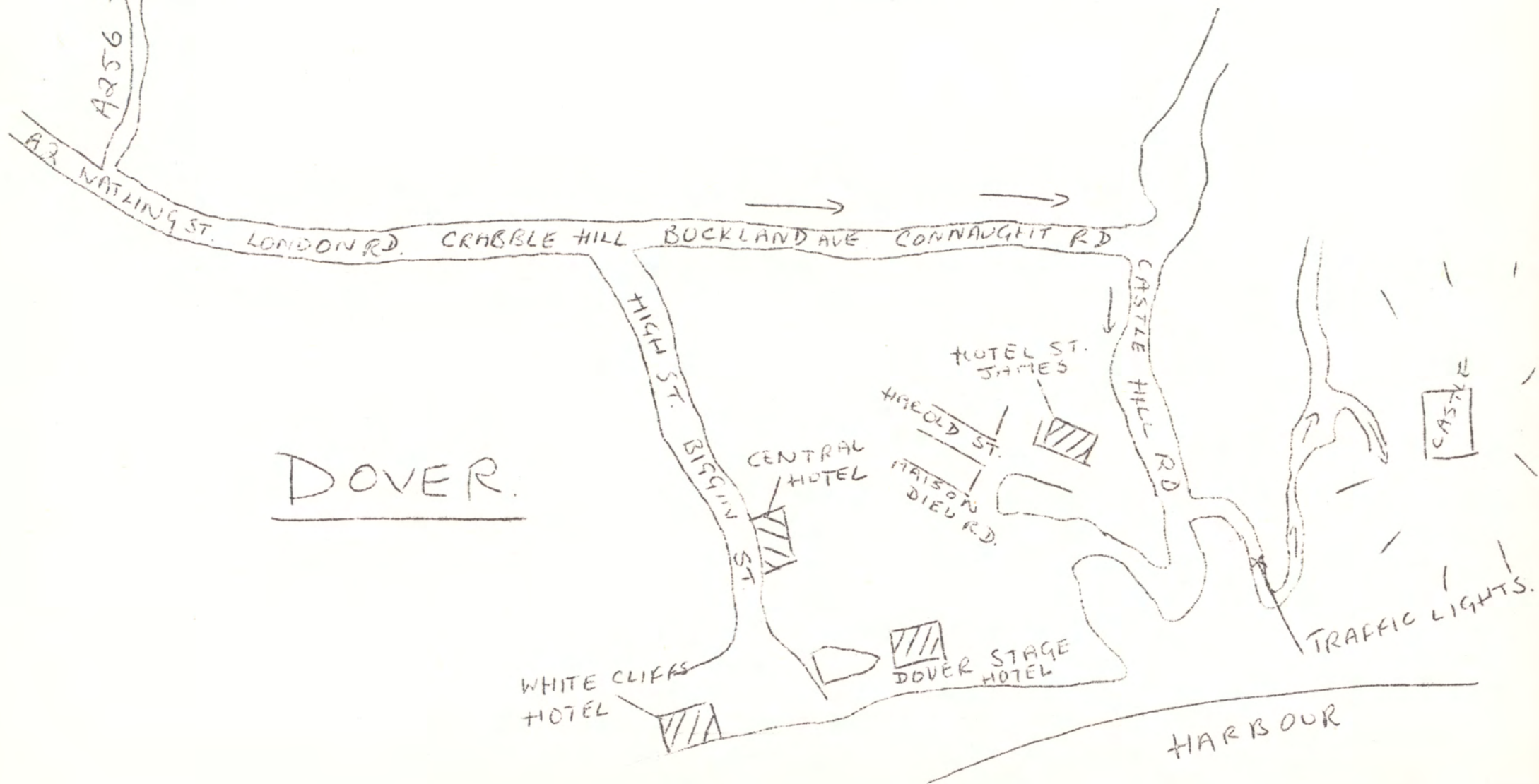


FOLLOW SIGNS TO  
CAR PARK.





MAR. 2.  
(NOT TO SCALE)

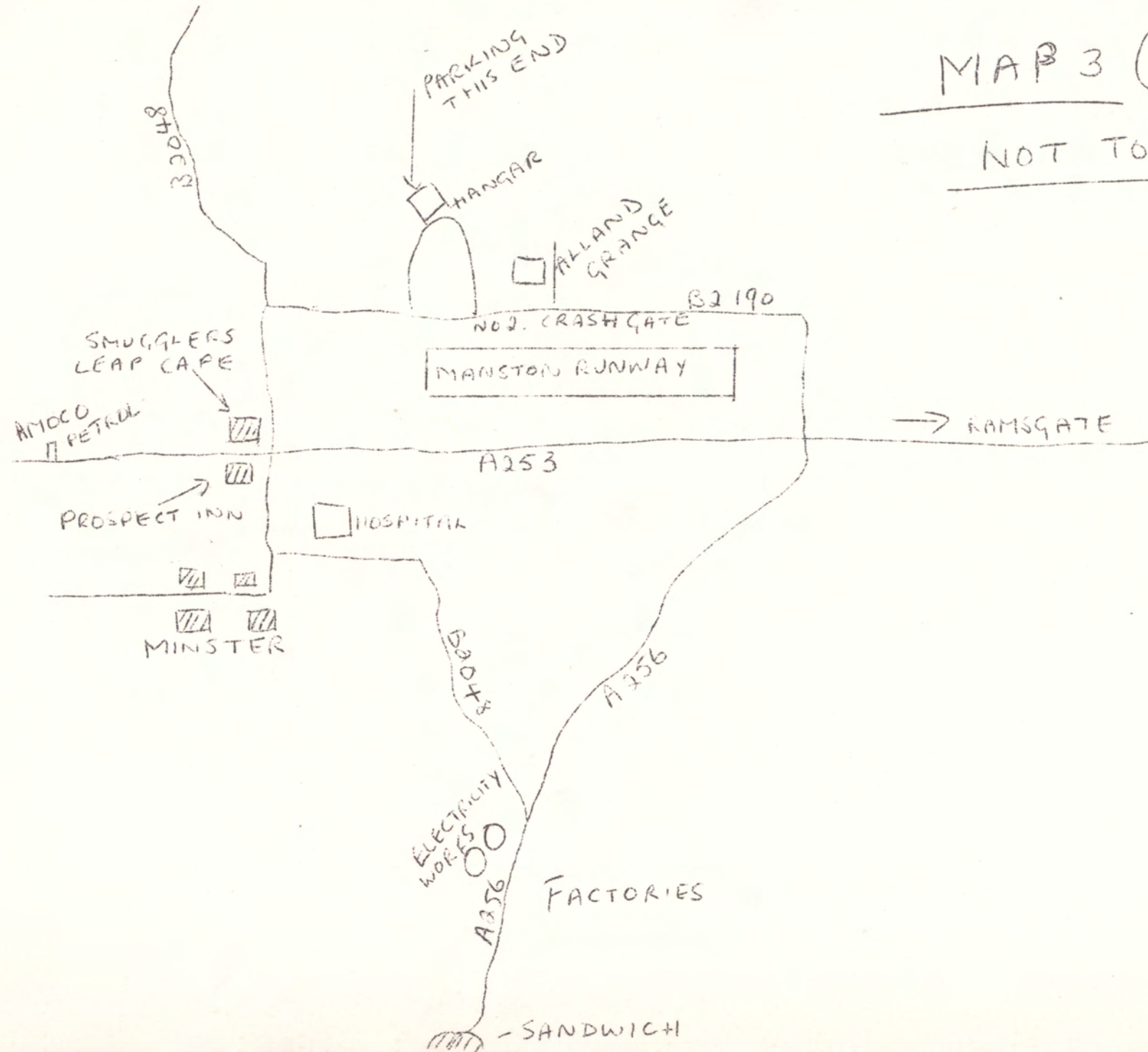






# MAP 3 (CONTD)

NOT TO SCALE.





TO: TIM COMBE

EXT:

ROOM NO: 402

BUILDING: THRESHOLD HOUSE

GRAPHICS QUOTATION FORM  
-----

PRODUCTION.. DR. WHO .....

PROJECT NO.. 2340/7034 .....

VTR/TX DATE. 20.11.70 .....

FILMING DATE.....

EXTERNAL CHARGE. £2 (fablon)

INTERNAL CHARGE. £2 .....

TOTAL £4 .....

This quotation is for work requested on your graphic requirement form dated.....Please sign the top copy and return within two days so returns can be made to the computer.

RETURN TO: Graphics Progress Organiser,  
201, Scenery Block, TC. EXT:

QUOTATION ACCEPTED..... ✓ .....

SIGNATURE.....

DATE.....

B. Leub  
5-11-70

N.B. This does not include photographers hourly rate or filming costs. 27.10.70

TO: TIM COOMES

EXT:

ROOM NO: 402

BUILDING: THRESHOLD HOUSE

GRAPHICS QUOTATION FORM

PRODUCTION. DR. WHO .....

PROJECT NO. 2340/7034 .....

VTR/TX DATE.....

FILMING DATE.....

EXTERNAL CHARGE. £30 (signs) .....

INTERNAL CHARGE. NIL .....

TOTAL £30 .....

This quotation is for work requested on your graphic requirement form dated....23.10.70....Please sign the top copy and return within two days so returns can be made to the computer.

RETURN TO: Graphics Progress Organiser,  
201, Scenery Block, TC. EXT:

QUOTATION ACCEPTED..... SIGNATURE. B. Lenz .....

DATE..... 5-11-70 .....

N.B. This does not include photographers hourly rate or filming costs. 27.10.70



TO: **TIM COMBE**

EXT:

ROOM NO: **402**

BUILDING: **THRESHOLD HOUSE**

GRAPHICS QUOTATION FORM  
-----

PRODUCTION.. **DR. WHO** .....

PROJECT NO.. **2340/7034** .....

VTR/TX DATE.....

FILMING DATE.....

EXTERNAL CHARGE. **£10** (symbols & card)

INTERNAL CHARGE **£11** .....

TOTAL **£21** .....

This quotation is for work requested on your graphic requirement form dated.....Please sign the top copy and return within two days so returns can be made to the computer.

RETURN TO: Graphics Progress Organiser,  
201, Scenery Block, TC. EXT:

QUOTATION ACCEPTED.......... SIGNATURE..... B. Leary .....

DATE..... 5-11-70 .....

N.B. This does not include photographers hourly rate or filming costs. **27.10.70**

RETURN TO ROOM 330 SC. BLK. T.C. BY \_\_\_\_\_

SERIAL NO 1

DESIGNER AND DESIGN ASSISTANT  
CONTRACT FOR SERVICE  
ORIGINAL/REVISION TO SERIAL NO \_\_\_\_\_

FROM: Scenic Design Manager PABX

Date Issue 29.10.70

TO: (Producer)

Director \_\_\_\_\_

\*Production Date SKT. 5/12Prod. Dept OLProduction Week 49Prog. Title Dr. Who (FFF) Eps 3+4

Filming Date(s) \_\_\_\_\_

\*Project No 2340/7036/7

Filming Week(s) \_\_\_\_\_

\*Production dates as on PBE i.e. for studio productions this is final recording (or TX) day; for all-film programmes, dubbing date + 3 weeks unless specified otherwise on PBE. Please check proj. no. if incorrect please inform Miss J. Killick Ext.

DESIGNER R. London

CODE		DAYS	COST £
F.20	Designer - EDU		
F.21	Designer - Scripted	<u>11</u>	<u>209</u>
F.22	Designer - Unscripted		
F.24	Designer - SDU		
F.30	Design Assistant	<u>10</u>	<u>150</u>
	Total Internal Cost		<u>359</u>

Unless you or your Departmental Organiser contacts me within one week of the Date of Issue shown above, your acceptance of this charge will be assumed.

Signature Henry Skell SCENIC DESIGN  
MANAGER

- NOTE: 1. This quote is based on production information received to date. Any variations or additions may result in a revised quote.
2. This quote does not necessarily guarantee the services of the Designer named above. Scenic Design Manager reserves the right at all times to deploy staff to productions according to prevailing circumstances.

REMARKS:

Producer/Director  
Please sign one copy

I accept the above quote

Signed \_\_\_\_\_

Date \_\_\_\_\_

Distribution:

Producer (2 copies)

Organiser (1 copy)

Director (Drama only  
1 copy)



Mrs. Sybil Cave, Artists' Bookings Department, Television.

"DR. WHO" SERIAL FFF

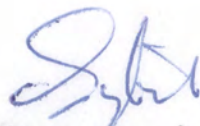
Joan Elliott, Assistant to Timothy Combe.

Copy to: Barry Letts (for information)

30th October, 1970.

I am on leave until 9th November and Bob McLean will be looking after you while I am away. There are two points I wanted you to know about.

- 1) Andy Ho's agent is Talent Artists not Singleton Howard. He is signed to Talent Artists and the artist has cleared the misunderstanding with the other agent.
- 2) Johnny Barrs' telephone number is a Northampton one. If this should prove to be his permanent address, he would be entitled to subsistence and fares. Do you want me to offer a return fare only if he has to come down specially for "Dr. Who"? Obviously you do not want to pay subsistence for someone on a minimum fee.



(Sybil Cave)

Secretary to Barry Letts Producer DR. WHO

505 Union Hse

DR. WHO MONSTERS APPEARING IN VISION FOR SERIAL FFF 'The  
Mind of Evil'  
Sec. to Ben Travers.

As spoken on the 'phone I enclose the following  
monsters that will appear in vision for Serial  
FFF 'Mind of Evil'. (They will only appear for  
a matter of seconds ).

1. The Slither. DR. WHO 1964 December 12th. No name given  
on the photograph.
2. A Serve Robot. DR. WHO 1968 in 'The Wheel in Space'.
3. Koquillion. DR. WHO 1968 'The Powerful Enemy'.
4. The Sensorites. DR. WHO 'Strangers in Space' 1964
5. A War Machine. DR. WHO 1968 'Dr. Who and the War Machine'  
n s
6. A Cyberman. DR. WHO 1968 'Dr. Who and the Invasion'
7. A Dalek. DR. WHO 1964 'World's End'
8. The Zarbi. DR. WHO 1965 'The Web Planet'
9. The Silurian Scientist. DR. WHO 1969 'DR. WHO AND THE  
SILURIANS'
10. Ice Warrior. DR. WHO 1979. 'Dr. Who and the Seeds of  
Death'
11. Slaar. DR. WHO 1969 'Dr. Who and the Seeds of Death'



From: Secretary to Barry Letts - Producer of DR. WHO  
Room: 505 Union Hse Tel.Ext:  
Subject: MARTIN GORDON 'MIND OF EVIL' PROJECT NOS. 02340/7039  
To: Mrs. Sybil Cave.

Prior to my telephone conversation with Jill today, I  
now confirm in writing.

Could you book please, Martin Gordon for DR. WHO 'Mind Of  
Evil' Serial FFF, Project No. as above. (Ep. 6.)  
Pre.Recording date, - 18.12.70  
Recording date: - 19.12.70  
Rehearsals starting from: 18.12.70 - 17.12.70

(Sarah Newman)

**From:** Head of Technical Operations, Television Studios

Room No. &  
Building:

2255 Spur, T.C.

Tel.  
Ext.:

date: 2nd November, 1970

**Subject:** SCREEN CREDITS: DR. WHO

**To:** Mr. B. Letts

c.c. Mr. R. Anthony

The above programme falls into the category which should merit an individual screen sound credit for CHICK ANTHONY.

The dates being: 20th November, 1970

5th December, 1970

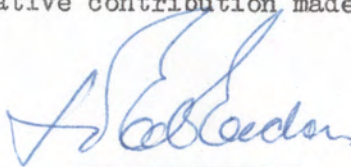
21st November, 1970

18th December, 1970

4th December, 1970

19th December, 1970

This credit should be placed in sequence order as close to the Director's credit as you think is justified by the creative contribution made by sound.



(J.D. Eden-Eadon)  
for H.T.O.Tel.S.

First and  
Last.  
B.



FROM: CONTRACTS OFFICE, ROOM E.419 TC. PABX NO.

309

TO: T. COMBE

Date issued: 4.11.70

Acceptance or non-acceptance of all or part of this contract to be made by: A.S.A.P.

SCENIC SERVICING CONTRACT FOR SCENERY AND DRESSING PROPERTIES  
(ACTION PROPERTIES ARE SEPARATELY CHARGED)

ORIGINAL/REVISION TO NO. } Delete inapplicable  
STUDIO/STAGE/LOCATION/OB } items

DIRECTOR T. COMBE

PRODUCTION DEPT DRAMA SERIALS

PRODUCTION DATE 20-21.11.70 WK

TITLE DR. WHO F.F.F.

FILMING DATE WK

PROJECT NO. 02340/7034

DESIGNER RAY LONDON

SET	INTERNAL COSTS G 10		EXTERNAL COSTS 120		FOR USE BY COSTING UNIT
	MAN HOURS		MATERIALS	PROPERTIES HIRED OR BOUGHT	
	QTY	£			
PINEWOOD HIRE MATERIALS P.B.U. PRACS. AND VIS. EFFECTS ZERCON SCAFFOLDING PROPS AND LONG LINE MODEL	1600		18 895 18 41.5.  450 115 14	550	
			1551.5.	550	
	1600	3600			
LATE INFORMATION CHARGE: 5%/15%/30% TOTALS		£3600	£2101.5.		

NOTE: THIS CONTRACT IS BASED UPON PRODUCTION INFORMATION RECEIVED TO DATE.  
ANY VARIATION OR ADDITION MAY RESULT IN A REVISED CONTRACT.

REMARKS

ISSUED BY:.....FOR SCENIC SERVICING

DISTRIBUTION

*Ray London*.....FOR SCENIC DESIGN...

PRODUCER(2) P.A.(SERVICING)  
DIRECTOR DESIGNER

ACCEPTED BY:.....✓.....PRODUCER *B. Lett*  
(SIGNED COPY TO BE RETURNED TO CONTRACTS OFFICE)

CH.ASST.SC.DES. CONSTR. ORG.  
SC.DES.MANAGER COSTING UNIT  
OUTPUT DEPT.ORG. CONTRACTS OFFICE

339

SERIAL NO. 441170  
ISSUE DATE 14/11/70

B. Letts

CONTRACT FOR SERVICE: STUDIO, STAFF, CAMERAS

To Producer  
To Director  
Production Dept.  
Programme Title

T. Combe

M. Who. 2/6.

Prod Dates 20th Nov

The standard team allocated to your production is capable of operating four cameras and up to two booms (one tracking). This confirms that they together with the planned number of cameras and any additional staff that your production plan may need, have been booked as follows: -

Mountings have been booked for this production

(a) Normal Rates

Standard Tech Ops Team  
Additional Supervisory  
Pool  
Camera Assistants  
Day Operators  
Type/Gram Operator  
Room Pool  
Sound Asst (General)  
Colour Cameras  
Mono Cameras

Unit Charge/Room	Units	Charge/Room
26	1	26
2	1	2
2	2	4
2	1	2
2	1	2
2	2	4
2	5	10
2	50	

Booked Hours

6.00

Normal Charges

Res Code  
Subtract Project Number  
023407035

F.A. Pool  
Booked Hours

--	--	--

Normal Charges

Res Code  
C45  
B29

(b) Penalty Payments

Late/Canc.  
Late/Canc.  
Late/Canc.  
Late/Canc.


Late/Canc.  
Late/Canc.  
Late/Canc.  
Late/Canc.

DRG  
CC  
DRG  
LC

(c) FIXED CHARGES

Studio TC3 is charged at £10.70 per day

Days additional  
set & light

CO.7

- TERMS: (1) "Booked Hours" are based on the planned production activity plus additions published in the Total Costing Guide. "Agreed Hours" charged will be the booked hours + overruns and late changes.  
(2) Booked hours shown on this contract will be charged at the rates shown. Any changes notified too late for further contracts to be issued will incur the late booking addition of 50% normal rates.  
(3) This quote is based on production information received to date. Any variation or addition may result in the issue of a revised contract.

MARKS

Producer/Director : Please  
sign one copy and return to :  
Mr Audrey Cornish  
Room 4042 TC  
Box 7009

ACCEPTANCE OF CONTRACT

I accept the above quote  
Signed B. Letts Date 9-11-70

DISTRIBUTION

Producer TM 1  
Director SS  
Organiser File



RETURN TO ROOM 330 SC. BLK. T.C. BY \_\_\_\_\_

SERIAL NO 1DESIGNER AND DESIGN ASSISTANTCONTRACT FOR SERVICE

Original/Revision to serial no \_\_\_\_\_

FROM: Scenic Design Manager. PABX

Date of Issue 5/11/70.

TO: (Producer)

Director \_\_\_\_\_

\*Production Date SAT. 19/12Prod. Dept DLProduction Week 51Prog. Title Dr. Who (FFF) Eps. 5 + 6.

Filming Date(s) \_\_\_\_\_

\*Project No 2340/7038/9

Filming Week(s) \_\_\_\_\_

\*Production dates as on PBE i.e. for studio productions this is final recording (or live TX) day; for all-film programmes, dubbing date + 3 weeks unless specified otherwise on PBE. Please check proj. no. if incorrect please inform Miss J. Killick Extn. \_\_\_\_\_

DESIGNER R. London.

CODE		DAYS	COST
F.20	Designer - EDU		
F.21	Designer - Scripted	<u>11</u>	<u>209</u>
F.22	Designer - Unscripted		
F.24	Designer - SDU		
F.30	Design Assistant	<u>10</u>	<u>150</u>
	TOTAL INTERNAL COST		<u>359</u>

Unless you or your Departmental Organiser contacts me within one week of the Date of Issue shown above, your acceptance of this charge will be assumed.

Signature [Signature] SCENIC DESIGN MANAGER

- NOTE:
1. This quote is based on production information received to date. Any variations or additions may result in a revised quote.
  2. This quote does not necessarily guarantee the services of the Designer named above. Scenic Design Manager reserves the right at all times to deploy staff to productions according to prevailing circumstances.

REMARKS:

Producer/  
Director  
Please sign one copy

I accept the above quote  
Signed B. Lett  
Date 9-11-70

Distribution:  
Producer (2 copies)  
Organiser (1 copy)  
Director (Drama 1 copy)

From: Asst. Production

9055 TC.

PABX:

Subject: MAN HOURS. : DR. WHO FFF WEEKS 49 and 51.

Leeds

To: Manager, Scenic Design Resources.

5th November, 1970

Copy to: Scenic Design Manager, Scenic Design Organiser, Construction Organiser,  
P.A.(F), F.A., D.SL.Org.

Reduce the above production week 49 by 150 leaving a total of (300)  
zeroed into week 48.

I agree an additional 50 man hours for the above production week 51  
making a total of (500) zeroed into week 50.

  
(Eddie Marsden)



From: Asst. Production, Programme Planning

6055 TC.

*huts*  
PABX:

Subject: MAN HOURS. Dr. Who, Wk 48/49, Friday and Saturday.  
(zero Wk 48)

To: Manager, Scenic Design Resources. D.L.O

Copy to: Scenic Design Manager, Scenic Design Organiser, Construction Organiser,  
P.A.(F), F.A.

Please reduce MHS by 150, leaving 300.

*Elv-Flack*  
(ELIZABETH FLACK)

**From:** John Griffiths

Room No. & Building: 411 Threshold House


Tel.  
Ext.:

date: 6.11.70

**Subject:** Dr. Who Camera Crew

**To:** Hugh Wilson F O M    Copy to Barry Letts  
Tim Combe

May I from my angle as P.A. record my most grateful thanks to Max Sammett for all his cheerful hard work on the production. I am afraid that there were occasions when things were extremely difficult for Max but through all our missiles, helicopters, castles and extras he kept smiling and turning.

  
John Griffiths  
P.A. to Tim Combe



Organiser, Drama Serials, Television

406 Threshold House

6th November 1970

BREAKDOWN OF KINGSBURY MOTORS: "DR. WHO" FILMING  
(PROJECT NO. 02340/7034)

Mr. Frank Holland

Copy to: Property Master;  
Mr. Barry Letts; Mr. John Griffiths  
Miss Stephanie Marks

I would be grateful to receive comment on John Griffiths' memo dated 6th November on the above subject.

In view of the numerous complaints received in the past and present with regard to the service supplied by Kingsbury Motors, I wonder what Property Department is doing to a) improve the service, or b) find alternative suppliers?

BETTY SANDERS

(Betty Sanders)

From: John Griffiths (P.A. to Tim Combe) Date: 6th November 1970

Room: 411 Threshold House Ext.

Subject: BREAKDOWN OF KINGSBURY MOTORS VEHICLES ON DR. WHO  
'THE MIND OF EVIL'

To: Barry Letts

Copy: Betty Sanders, Frank Holland,  
Stephanie Marks F.I.T.

Monday, 26th October

1. Dr. Who's Car arrived with a damaged fibreglass wheel trim resulting in a spoilt shot.
2. Same car repeatedly failed to start, due to either battery (which seemed to be excessively corroded) or regulation failure. This lost us 30 minutes shooting time, during a short day.
3. The Bulb Horn on the Doctor's car was very badly fixed in spite of repeated reminders to Kingbury's.

Tuesday, 27th October

1. Ford Thames Van refused to start thus delaying shooting, other vehicles had to tow start it.
2. UNIT JEEP supplied with incorrect ~~roof and~~ rear door.

Wednesday, 28th October

1. In spite of repeated requests the UNIT JEEP arrived on location without R/T Radio attached to the dashboard.

Thursday, 29th October

1. The Black Maria Van (which usually seemed to be far the best behaved vehicle) developed unreliable back doors which required extreme effort to keep them closed.

Friday, 30th October

1. Black Maria doors giving trouble.

Saturday, 31st October

No Vehicles.

Monday, 2nd November

1. Milk Float to location with an insufficiently charged battery. We were therefore not able to use it in the way we had originally intended.

Tuesday, 3rd November

1. Ford Zephyr arrived, ~~instead of BMC 1800 (but the colour was correct)~~ This was an automatic car which should be discouraged for film location use. The linkage to the throttle broke and did much to destroy the Walk-On's confidence in the vehicle.


cent.....



Wednesday, 4th November

Vehicle okay.

I would suggest that in view of the considerable amount of troubles that we have had with this particular contract, payment should be reduced to at least 75% of the original quotation of £695. I would add however, that the failure did not seem to be the fault of the drivers who did much to put the vehicles on the right tracks and special credit for this should go to Ted <sup>BEATH</sup> Rogers.

  
(John Griffiths)

TO: BARRY LETTS  
ROOM: 505

EXT:  
BUILDING: UNION HOUSE

GRAPHICS QUOTATION FORM

PRODUCTION...  
PROJECT NUMBER...2340/7035...  
VER/EX DATE...30.1.71...

EXTERNAL CHARGE...£21(slides)..  
INTERNAL CHARGE...£22..  
TOTAL...£43..

THIS QUOTATION FORM IS FOR WORK REQUESTED ON YOUR GRAPHIC  
REQUIREMENT FORM DATED...7.11.70...PLEASE SIGN THE TOP COPY  
AND RETURN WITHIN TWO DAYS SO RETURNS CAN BE MADE TO THE  
COMPUTER.

RETURN TO:Graphics progress organiser,  
201,Scenery Block,T.C. EXT:

QUOTATION ACCEPTED.....SIGNATURE...  
DATE...12.11.70.....

N.B. THIS DOES NOT INCLUDE PHOTOGRAPHERS HOURLY RATE OR  
FILMING COSTS. 10.11.70



From: A/ Head of Television Lighting

Room No.  
& Building: 7028 TC                      Ect:                      Date: 10th November 1970

Subject: "DR. WHO" PROGRAMME, PFF SERIES, 11.30 REHEARSAL

To: Asst. to H.S.M.Tel.(I),  
Scenic Design Manager,  
C.A. Scenic Design (Drama),  
Asst. Manager, Studio Operations,  
Asst. P.A. (Studios),  
Asst. (Production) (Trevor Noakes),  
Asst. (Production) (Elizabeth Flack),  
Asst. (Production) (Jeanette Wright),  
Designer, Ray London,  
T.M.I, Eric Monk,  
Producer, Barry Letts,  
Director, Tim Combe,  
Supervisory T.M.s: Messrs. E. Furze, T.M.II 19.11.70  
G.B. Shaw, T.M.I 3.12.70  
W.M.S. Watters, T.M.II 17.12.70

It is agreed that the commencement of the rehearsal for the above series of "Dr. Who" programmes shall be at 11.30 hours subject to the following:-

Because of the requirements of the production to have a camera rigged on a tower, it will be necessary to have this operation carried out on the previous day, in order that the T.M.II shall not be involved in the rigging of the camera on the studio day and hence, can assist the T.M.I in split lighting and so achieve 11.30 start.

Members of the Technical Operations crew for "Blue Peter" will assist in the rigging of a camera on the tower following the "Blue Peter" programme according to the following times:-

- (a) "Blue Peter" transmission ends at 17.20 hours followed by de-rigging 1720 - 17.50 hours.
- (b) Time allocated to the rigging of the camera and pedestal on the tower 17.50 - 18.50 hours.

Depending on the mountings used on "Blue Peter", Camera 5 may be required to be re-mounted onto a pedestal according to normal procedure.

(continued)

### Procedures

1. When a pre-set and light day is allocated for the "Dr. Who" production the tower may be positioned at any time prior to 17.20 hours, otherwise the camera tower shall be moved into position as soon as possible, following the end of transmission of "Blue Peter" at 17.20 hours. The camera tower measures approximately 7 ft. wide, 22 ft. long with platform height 7 ft. 6 ins.

If, as anticipated, the camera tower is on wheels, either the wheels must be replaced by plates, or the tower be fitted with screw-down feet to locate it positively on the floor. Guard rails and kicking boards must be provided on all four sides but with the fourth side left open for the camera and mounting to be placed on the tower. The guard rail and kicking board must immediately be fixed following the placing of the camera and pedestal on the tower.

2. A fork lift truck will be used to elevate Camera 5 already mounted on a pedestal on to the tower.
3. The tower must be earthed before being cabled up and switched on.

### Staffing Requirements

A T.M. of the "Blue Peter" programme will supervise the rigging.

Two cameramen of the "Blue Peter" camera crew will be allocated for the purpose of mounting the camera and cabling - either a Senior Cameraman or his deputy and one other Cameraman.

Two riggers will be required to rig the camera and mounting on the tower.

One Vision Operator will be required for cross-plugging in the Control Room.

### Costing

A charge will be made against the "Dr. Who" production for the following operational staff for two hours each, as extended rigging period will incur a meal break of one hour:-

T.M.,  
Two cameramen,  
Vision Operator.

### Floor Painting

It will not be necessary to wash off the floor painting for "Blue Peter" immediately beneath the camera tower. This will be carried out following the "Dr. Who" production.

(continued)



Programme Dates

TC3	Dr. Who Set and Light	19th November 20th November 21st November
TC8	Dr. Who Set and Light	3rd December 4th December 5th December
TC4	Blue Peter Dr. Who	17th December 18th December 19th December.

Tower Inspection

A.E.I.C. Studio Engineering, Mr. B.G. Roberts (Ext: 3750) will require to inspect the tower prior to its use in the studio. Designer to advise.

JHW

*D.C. Lightbody.*  
(D.C. Lightbody)

TO: BARRY LETTS  
ROOM: 505

EXT:  
BUILDING: UNION HOUSE

GRAPHICS QUOTATION FORM

PRODUCTION. DR. TIC .....  
PROJECT NUMBER. 2340/7037 .....  
VTR/TX DATE. 20.2.71 .....

EXTERNAL CHARGE. £17 (slides) .....  
INTERNAL CHARGE. £18 .....  
TOTAL. £35 .....

THIS QUOTATION FORM IS FOR WORK REQUESTED ON YOUR GRAPHIC  
REQUIREMENT FORM DATED. 7.11.70... PLEASE SIGN THE TOP COPY  
AND RETURN WITHIN TWO DAYS SO RETURNS CAN BE MADE TO THE  
COMPUTER.

RETURN TO: Graphics progress organiser,  
201, Scenery Block, T.C. EXT:

QUOTATION ACCEPTED.....SIGNATURE.....  
DATE.....

N.B. THIS DOES NOT INCLUDE PHOTOGRAPHERS HOURLY RATE OR  
FILMING COSTS. 10.11.70



TO: BARRY LETTS  
ROOM: 505

EXT:  
BUILDING: UNION HOUSE

GRAPHICS QUOTATION FORM

PRODUCTION. 13.11.70 .....  
PROJECT NUMBER. 2340/7036 .....  
VTR/TX DATE. 13.2.71 .....

EXTERNAL CHARGE. £21 (slides) .....  
INTERNAL CHARGE. £22 .....  
TOTAL. £43 .....

THIS QUOTATION FORM IS FOR WORK REQUESTED ON YOUR GRAPHIC  
REQUIREMENT FORM DATED. 7.11.70...PLEASE SIGN THE TOP COPY  
AND RETURN WITHIN TWO DAYS SO RETURNS CAN BE MADE TO THE  
COMPUTER.

RETURN TO: Graphics progress organiser,  
201, Scenery Block, T.C. EXT:

QUOTATION ACCEPTED.....☒.....SIGNATURE. B. Letts  
DATE. 12-11-70

N.B. THIS DOES NOT INCLUDE PHOTOGRAPHERS HOURLY RATE OR  
FILMING COSTS. 10.11.70

From: John Griffiths

Room No. &  
Building: 412 Threshold House

Tel.  
Ext.:

date: 11th November

Subject: ADDITIONAL FILMING COSTS SATURDAY, 31st OCTOBER

To: Barry

As requested I am listing herewith additional costs incurred through damage to our Negative.

9 Man Crew (Including Grips)	£108	
Camera Equipment	£ 80	
Catering (approx. 40 people)	£ 40	40
Transport	£ 12	12
Prop Men (2 @ 30/- hour)	£ 24	
Facility Fee (Castle £50 per day)	£ 50	50
Film Stock (480 ft @ 1/4 ft)	£ 32	32
<del>Artists One</del>	<del>£ 10</del>	<del>10</del>
Walk-On (4 @ £12)	£ 48	48
<del>Artists (1 @ £10)</del>	<del>£ 10</del>	<del>10</del>
Over-Night Allowances	£22.10.0	22.10.

TOTAL £436-10

426.10

Ext: 214.10

(John Griffiths) Int: 212.0  
P.A. to Tim Combe

Ext.

40  
12

50

32

10

48

22.10.

214.10



TO: BARRY LETTS  
ROOM: 505

EXT:  
BUILDING: UNION HOUSE

GRAPHICS QUOTATION FORM  
-----

PRODUCTION. DR WHO .....

PROJECT NUMBER. 2340/7038 .....

VTR/TX DATE. 27.2.70 .....

EXTERNAL CHARGE. 219 (end titles) .....

INTERNAL CHARGE. 220 .....

TOTAL. 439 -----

THIS QUOTATION FORM IS FOR WORK REQUESTED ON YOUR GRAPHIC  
REQUIREMENT FORM DATED.....PLEASE SIGN THE TOP COPY  
AND RETURN WITHIN TWO DAYS SO RETURNS CAN BE MADE TO THE  
COMPUTER.

RETURN TO: Graphics progress organiser,  
201, Scenery Block, T.C. EXT:

QUOTATION ACCEPTED.....SIGNATURE. B. Letts

DATE. 12-11-70

N.B. THIS DOES NOT INCLUDE PHOTOGRAPHERS HOURLY RATE OR  
FILMING COSTS. 12.11.70

FROM: CONTRACTS OFFICE, ROOM E.419 TC. PABX NO.

349

TO: T. COMBE

Date issued: 12.11.70

Acceptance or non-acceptance of all or part of this contract to be made by: A.S.A.P.

SCENIC SERVICING CONTRACT FOR SCENERY AND DRESSING PROPERTIES  
(ACTION PROPERTIES ARE SEPARATELY CHARGED)

ORIGINAL/REVISION TO NO.  
STUDIO/STAGE/LOCATION/OB

Delete inapplicable items

DIRECTOR T. COMBE

PRODUCTION DEPT DRAMA SERIALS

PRODUCTION DATE 4-5.12.70 WK

TITLE DR. WHO F.F.F. EPS. 3-4

FILMING DATE

WK

PROJECT NO. 02340/7036

DESIGNER RAY LONDON

SET	INTERNAL COSTS G 10		EXTERNAL COSTS 120		FOR USE BY COSTING UNIT
	MAN HOURS		MATERIALS	PROPERTIES HIRED OR BOUGHT	
	QTY	£			
PRACTICALS AND VIS. EFFECTS	304	684	150	250	
			31.7.6.		
			181.7.6.	250	
	304	684			
LATE INFORMATION					
CHARGE: 5%/15%/30%					
TOTALS		£684.	£431.7.6.		

NOTE: THIS CONTRACT IS BASED UPON PRODUCTION INFORMATION RECEIVED TO DATE.  
ANY VARIATION OR ADDITION MAY RESULT IN A REVISED CONTRACT.

REMARKS

ISSUED BY: H. J. ELLIOTT FOR SCENIC SERVICING  
..... FOR SCENIC DESIGN...

DISTRIBUTION

PRODUCER(2) P.A.(SERVICING)  
DIRECTOR DESIGNER  
CH.ASST.SC.DES. CONSTR. ORG.  
SC.DES.MANAGER COSTING UNIT  
OUTPUT DEPT.ORG. CONTRACTS OFFICE

ACCEPTED BY: ..... PRODUCER. *B. L. L. B.*  
(SIGNED COPY TO BE RETURNED TO CONTRACTS OFFICE)



PLEASE RETURN TO ROOM 216 Sc.Blk. T.C. by.....

Serial No.....

VISUAL EFFECTS  
CONTRACT FOR SERVICE

Original/Revision to Serial No:....

From: Visual Effects Organiser. PABX  
To: (Producer) *Barry Little*

Date of issue. *12.11.70..*

Director:

Production date:\* *19.12.70*

Prod. Dept:

Production week: *51*

Titles: *Dr. Who RFF*

Filming day(s)

Project No: *2340/7039*

Filming week(s)

\* Production date as on PBE, i.e. for studio productions this is final recording (or live tx) day; for all-film programmes, dubbing date- 3 weeks unless specified otherwise on PBE.

Reference Visual Effects

Requirement No:.....

CODE

F 07	INTERNAL COST	£	<i>93</i>
137	EXTERNAL COST	£	<i>156</i>

NOTE: 1. This quote is based on production information received to date. Any variations or additions may result in a revised quote.

REMARKS:

*Model shot.*

Producer/Director.  
Please sign one copy.

I accept the above quote.

Signed..... *B. Little* .....

Date..... *22.12.70* .....

Distribution:  
Producer (2 copies)  
Organiser.  
Director(Drama only)

TO: BARRY LETTS  
ROOM: 505

EXT:  
BUILDING: UNION HOUSE

GRAPHICS QUOTATION FORM  
-----

PRODUCTION. DR WHO .....  
PROJECT NUMBER. 2340/7038 .....  
VTR/TX DATE. 27.2.70 .....

EXTERNAL CHARGE 219(end titles) .....  
INTERNAL CHARGE 620 .....  
TOTAL 639 -----

THIS QUOTATION FORM IS FOR WORK REQUESTED ON YOUR GRAPHIC  
REQUIREMENT FORM DATED.....PLEASE SIGN THE TOP COPY  
AND RETURN WITHIN TWO DAYS SO RETURNS CAN BE MADE TO THE  
COMPUTER.

RETURN TO:Graphics progress organiser,  
201,Scenery Block,T.C. EXT:

QUOTATION ACCEPTED.....SIGNATURE.. B. Letts  
DATE..... 12.11.70

N.B. THIS DOES NOT INCLUDE PHOTOGRAPHERS HOURLY RATE OR  
FILMING COSTS. 12.11.70



TO: BARRY LETTS  
ROOM: 505

EXT:  
BUILDING: UNION HOUSE

GRAPHICS QUOTATION FORM  
-----

PRODUCTION. DR WHO .....  
PROJECT NUMBER. 2340/7039 .....  
VTR/TX DATE. 7.3.71 .....

EXTERNAL CHARGE. £20(slides) .....  
INTERNAL CHARGE. £21 .....  
TOTAL. £41 .....

THIS QUOTATION FORM IS FOR WORK REQUESTED ON YOUR GRAPHIC  
REQUIREMENT FORM DATED.....PLEASE SIGN THE TOP COPY  
AND RETURN WITHIN TWO DAYS SO RETURNS CAN BE MADE TO THE  
COMPUTER.

RETURN TO:Graphics progress organiser,  
201,Scenery Block,T.C. EXT:

QUOTATION ACCEPTED.....✓.....SIGNATURE B. Letts.  
DATE...18th.Nov..1970

N.B. THIS DOES NOT INCLUDE PHOTOGRAPHERS HOURLY RATE OR  
FILMING COSTS. 12.11.70

From: Tim Combe.

Room No. &  
Building:

411 Threshold House.

Tel.  
Ext.:

date: 13th. November 1970.

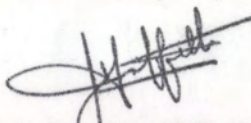
Subject: A/Head Television Lighting Memo dated 10th. November 1970.

To: T.M.1. Eric Monks.

Copies to Barry Letts, E.Furze, G.B.Shaw,  
W.M.S.Watters

Further to my conversation with A/Head Television Lighting concerning his Memo of the 10th November, I must confirm that Camera 4 will be required mounted on a pedestal on the camera tower and not camera 5 as originally stated.

This will be for Dr. Who 'The Mind of Evil' recording in T.C.3. on the 21st November.



John Griffiths.  
P.A. to Tim Combe.



TO: TIM COOMBE  
ROOM: 402

EXT:  
BUILDING: THRESHOLD HOUSE

GRAPHICS QUOTATION FORM  
-----

PRODUCTION... DR. WHO .....  
PROJECT NUMBER.. 2340/7034 .....  
VTR/TX DATE.. 20-21.11.70 .....

EXTERNAL CHARGE. £15 (signwriting on set) ..  
INTERNAL CHARGE. NIL .....  
TOTAL £15 -----

THIS QUOTATION FORM IS FOR WORK REQUESTED ON YOUR GRAPHIC  
REQUIREMENT FORM DATED. 18.11.70 ... PLEASE SIGN THE TOP COPY  
AND RETURN WITHIN TWO DAYS SO RETURNS CAN BE MADE TO THE  
COMPUTER.

RETURN TO: Graphics progress organiser,  
201, Scenery Block, T.C. EXT:

QUOTATION ACCEPTED.....SIGNATURE.....  
DATE.....

N.B. THIS DOES NOT INCLUDE PHOTOGRAPHERS HOURLY RATE OR  
FILMING COSTS. 18.11.70

FROM : BETTY WICKINS, PROGRESS DESK, STUDIO MANAGEMENT. ROOM 4045 T.C.  
PABX

PRODUCTION DR. WHO (FFF) 1 & 2/6 WEEK NO. 47 DATE 21.11.70.

PROJECT NO. 2340/7034/5

PRODUCER B. Letts DIRECTOR T. Coombe  
DESIGNER R. London ARTIST BOOKER S. Cave  
TECHNICAL MANAGER (1) E. Monk SOUND SUPERVISOR R. Antony  
COSTUME SUPERVISOR B. Bartlett MAKE-UP SUPERVISOR J. Harrison  
PROPERTY ASSISTANT M. Olender

In order that I may assist with the servicing of your<sup>1</sup> production, it is essential that you pass on the information (where appropriate) to the department concerned by the date shown.

The project number for this production has been supplied by Programme Planning, please amend if it is not correct.

If there are any other difficulties anticipated in meeting these dates, please notify me without delay.

#### STUDIO PRODUCTION DATES

Scripts	...14.9.70...	Rehearsal Rooms	...12.10.70...
Designer Availability Date	...7... 12.10.70.	Floor Manager	...DRAMA...
Plan Agreed Date	...27.10.70.. 21.10.70.	Asst. Floor Manager	...DRAMA...
Design Drawings	...3.11.70...	Floor Assistant	...12.11.70...
Construction Zero	...19.11.70...	2nd Vision Mixer	...7,.....
Props	...11.11.70...	Scenic Projection	...12.11.70..
Visual Effects	...12.10.70...		
Graphics Filmed	...29.10.70...		
Graphics Illustrated	...5.11.70...		
Graphics Plain Captions	...10.11.70...		
Artists	...6.11.70...		
Costume	...6.11.70...		
Make-Up	...12.11.70...		
Final Plans	...12.11.70...	DATE	7.10.70.

BETTY WICKINS



SCENIC SERVICING CONTRACT FOR PROPERTY PROVISIONING TIME  
NO. 505

ORIGINAL/~~REVISION TO~~ No.  
STUDIO/~~STAGE/LOCATION~~/OB

} Delete inapplicable  
items

FROM: SENIOR ASSISTANT (ALLOCATIONS) ROOM 268 SC. BLK. TC.

TO: **BARRY LETTS**

DATE ISSUED: **23.11.70**

Acceptance or non-acceptance of this contract to be made by: **ASAP.**

DIRECTOR **T. COOMBE**

PRODUCTION DEPT. **D/SERIALS**

PRODUCTION DATE **21.11.70** WK. **47**

TITLE **DR. WHO KFF 1-2/6**

FILMING DATE WK.

PROJECT NO. **2340/7034**

PROPERTY BUYER **M. ORENDER**

INTERNAL COST

CODE G 11 .....**3**..... DAYS @ £120

£ **360 / /**

LATE INFORMATION CHARGE: 5%/15%/30%

£

TOTAL

£ **360 / /**

NOTE:

1. This contract is based upon production information received to date. Any variation or addition may result in a revised contract, provided effort is available.
2. This contract does not guarantee the services of the buyer named above. The right to deploy staff prods. according to prevailing circumstances is reserved.

REMARKS.

ISSUED BY **Barry Letts** FOR SCENIC SERVICING

ACCEPTED BY: **B. Letts** PRODUCER

DATE: **23.11.70**

DISTRIBUTION

PRODUCER (2)

DIRECTOR

OUTPUT DEPT. ORG.

COSTING UNIT

FILE

1/4  
SIZE

**TELEVISION TECHNICAL OPERATIONS**  
**BOOKING SHEET: CAMERA MOUNTINGS & MONITORS**

From RO SOTHGOTT Date 23 11.70.  
 To: Equipment Allocations Office. Accepted by 82 Date 24 NOV  
 Production DR WHO 5/6 Project No. 02340 7036/  
 Producer B LETTS Studio TC4 Date(s) 7035  
 Equipment Required at 0930 hours, on 18 DEC (date) Crew 12 TMI/2 Em / 905

**CAMERAS**

No.	Mountings	Additional Staff (State function)	Additional Instructions
1	PED ✓		RIGGERS TO MOUNT CAN 4 ON TOWER WITH PEDESTAL AND SLING MONITORS.
2	PED ✓	POOL CAMERAMAN	
3	PED ✓	CAMERA ASSIST.	
4	PED ✓	CAMERA ASSIST.	
5	PED ✓		
6			

Mechanic required at \_\_\_\_\_ hours, on \_\_\_\_\_ (date) ON 17 DEC  
 Riggers required for: Rigging CAMERA hours, on 17 DEC. (date)  
 " " " : Derigging at AFTER REC hours, on 19 DEC (date)

INLAY: Operator Is not required. **IS REQUIRED**

**MONITORS**

Type	Qty.	Additional Instructions
Floor (Additional)		
Slung	<u>4</u>	
Hired		

24/11/20.



# TELEVISION TECHNICAL OPERATIONS

## BOOKING SHEET: CAMERA MOUNTINGS & MONITORS

From GO SOUTHCOAST Date 23 1170  
 To: Equipment Allocations Office. Accepted by [Signature] Date 24 NOV 1970  
 Production DR WITTO 3/4 Project No. 023407034/5  
 Producer B LETTS Studio TC6 Date(s) 45 DEC 1970  
 Equipment Required at 0900 hours, on 4 DEC (date) Crew 12 TMI/2 EM / GOS

### CAMERAS

No.	Mountings	Additional Staff (State function)	Additional Instructions
1	PED		INSTEAD OF MOLE  AMENDMENT (NOW TOTAL OF 5 PEDS)
2			
3			
4			
5			
6			

Mechanic required at \_\_\_\_\_ hours, on \_\_\_\_\_ (date)

Riggers required for: Rigging at \_\_\_\_\_ hours, on \_\_\_\_\_ (date)

" " : Derigging at \_\_\_\_\_ hours, on \_\_\_\_\_ (date)

INLAY: Operator Is/is not/required.

### MONITORS

Type	Qty.	Additional Instructions
Floor (Additional)		
Slung		
Hired		

ALSO STUDIO CHANGED  
 FROM TC8 TO TC6

[Signature] 24/1/70

PROGRAMME AND RECORDING

PROGRAMME TITLE: DR. WHO (2PP) "THE MIND OF EVIL" EPISODE 1

PROJECT NO: C2340/7034

RECORDING NO: VIC/6HT/63820

RECORDED: Saturday, 21st November 1970 (inserts on 20.11.70)

TRANSMISSION: Saturday, 30th January 1971 BBC-1 COLOUR

PRODUCER: BARRY LETTS

DIRECTOR: TIMOTHY COMBE

DESIGNER: RAY LONDON

EDITED DURATION: to follow (approx.23'30")

---

TO: TELEVISION ACCOUNTANT Copy to: H.D.G. Tel., H.Serials, D.Tel.  
621, 33 Cav.Sq. Org. Serials; Drama Script Library;  
Duty Office, 4098 T.C.  
A.H. Cop; 308 16 L. St.  
Cost Accounting Unit, 401, 2 Cav.Sq.  
Tel.Enterprises (3)  
Mrs.S. Cave  
Mr. Barry Letts

---

A. DETAILS OF CAST

Dr. Who ..... JON PERTWEE  
Jo Grant ..... KATY MANNING  
Prison Officers ..... BILL MATTHEWS  
                                BARRY WADE  
                                DAVE CARTER  
                                MARTIN GORDON  
Prison Governor .....RAYMOND WESTWELL  
Chief Prison Officer Powers...ROY PURCELL  
Senior Prison Officer Green...ERIC MASON  
Dr. Summers .....MICHAEL SHEARD  
Professor Kettering.....SIMON LACK  
Barnham .....NEIL MCCARTHY  
Linwood .....CLIVE SCOTT  
Captain Chin Lee .....PIK-SEN LIM  
Captain Mike Yates.....RICHARD FRANKLIN  
Brigadier Lethbridge  
                                Stewart.....NICHOLAS COURTNEY  
Corporal Bell .....FERNANDA MARLOWE

ARTISTS APPEARING ON FILM:

LESLIE WEEKES; JON PERTWEE; KATY MANNING; PIK-SEN LIM;  
RICHARD FRANKLIN



EXTRAS/WALK-ONS BOOKED FOR STUDIO ONLY

DESMOND VERINI; DENNIS BALCOMBE; PHILLIP WEBB; GEORGE  
BALLENTINE; FRANCIS BATSONI; LEONARD KINGSTON; NED HOOD;  
CY TOWN; ALISTAIR McFARLANE; PAUL BLOMLEY; MAUREEN RACE;  
CHARLES TICKLESS; CHARLES FINCH; CHARLES HARRIOTT; STUART FILL;  
NICK HOBBS

EXTRAS/WALK-ONS USED ON FILM ONLY

GARY GREGORY; LAURIE AYRES; D.G. HEATH; FRANK BENNETT;  
SGT. HERRIDGE; BOMBADIER A. GRAHAM; GUNTER K. DAVENPORT;  
LANCE BOMB R. BERKELY; BOMBADIER R. THOMPSON; BOMBADIER J. LAMB;  
SGT. D. TALBOT; BOMBADIER BARRY HALL; TONY JENKINS;  
DEREK CHAFER; RICKY LANCING; JOHNNY CLUNT; ROBERT BALD;  
PAT DONAHUE; MICHAEL ELY; PETER ROY; MICHAEL CARTER;  
IAN ELLIOTT; BILL MORRIGAN; LES CLARK; MAX DIAMOND; BOB BLAINE  
FRANCIS WILLIAMS

B. OTHER ITEMS CHARGEABLE TO PROGRAMME:

Author	DON HOUGHTON
Composer	DUDLEY SIMPSON (music not yet commissioned)
Caterers	MOSSBERRY WILLIAMS LTD.
Facilities	MINISTRY OF WORKS (for Dover Castle)

VTR

---

C. DETAILS OF FILM SEQUENCES: (16mm)

Library stock (opening/closing titles)	1'27"
" " (water)	47"
Library hire from Novietone Library (planes)	32"
Specially shot BBC (16mm)	3'52"

---

D. PARTICULARS OF ALL MUSIC USED IN PROGRAMME

Ron Grainer & BBC  
Radiophonic Workshop DR.WHO signature tune

opening	34"
closing	52"

Specially composed music by DUDLEY SIMPSON  
not yet recorded - details to follow

(for TIMOTHY COMBE)  
24.11.70

PROGRAMME AS RECORDED

PROGRAMME TITLE: D.WHO (PFF) "THE MIND OF EVIL" EPISODE 2

PROJECT NO: 02340/7035

RECORDING NO: VTC/6HT/63222

RECORDED: Saturday, 30th January 1970 (inserts on 20.11.70)

TRANSMISSION: Saturday, 6th February 1971 BBC-1 COLOUR

PRODUCER: BARRY LETTS

DIRECTOR: TIMOTHY COMBE

DESIGNER: RAY LONDON

EDITED DURATION: (to follow - approx. 23'30")

?????

TO: Television Accountant  
621, 33 Cav.Sq.

Copy to: H.D.G. Tel., H.Serials, D.Tel.  
Org.Serials; Drama Script Library;  
Duty Office, 4098 T.C.  
A.H. Cop; 308, 16 L.St.  
Cost Accounts Unit, 401, 2 Cav.Sq.  
Tel.Enterprises (3) Villiers Ho.  
Mrs. S. Cave, 312 Sulgrave Ho.  
Mr. Barry Letts

A. DETAILS OF CAST:

Prison Governor .....	RAYMOND WESTWELL
Dr.Who .....	JON PERTWEE
Prison Officers.....	BILL MATTHEWS
	BARRY WADE
	DAVE CARTER
	MARTIN GORDON
Senior Prison Officer Green....	ERIC ILSON
Chief Prison Officer Powers....	ROY PURCELL
Jo Grant .....	KATY MANNING
Mike Yates .....	RICHARD FRANKLIN
Captain Chin Lee .....	PIK-SEN LIM
Sgt.Benton .....	JOHN LEVINE
The Master ..l.....	ROGER DELGADO (film only)
Brigadier Lettbridge- Stewart,.....	NICHOLAS COURTNEY
Corporal Bell .....	FERNANDA MARLOWE
Fu Peng .....	KRISTOPHER KUM
" " .....	ANDY HO (contracted but not used)
Vosper .....	HAYDN JONES
Dr. Summers .....	MICHAEL SHEARD
Barnham .....	NEIL MCCARTHY
Mailer .....	WILLIAM MARLOWE
Senator Alcott .....	TOMMY DUGGAN



A. DETAILS OF CAST (Cont.)

ARTISTS APPEARING ON FILM:

JON PERTWEE; RICHARD FRANKLIN; PIK-SEN LIM; JOHN LEVENE;  
ROGER DELGADO; NICHOLAS COURTNEY;

ARTISTS IN SOUND PRE-RECORDING (12.10.70)

LAURENCE HARRINGTON  
RICHARD FRANKLIN

STUDIO EXTRAS/WALK-ONS

DESMOND VERINI, DENNIS BALCOMBE, PHILLIP WEBB, GEORGE BALLENTINE,  
FRANCIS BATSONI, LEONARD KINGSTON, NED HOOD, CY TOWN,  
ALISTAIR McFARLANE, PAUL BLOMLEY, CHARLES MARRIOTT, STUART FELL,  
NICH HOBBS, PAUL TANN, CHARLES PICKESS, CHARLES FINCH

EXTRAS/WALK-ONS ON FILM ONLY

FRANCIS WILLIAMS; JIM DELANEY, CHARLES SAYNOR, BASIL TANG

B. OTHER ITEMS CHARGEABLE TO PROGRAMME:

Author DON HOUGHTON

Composer DUDLEY SIMPSON (music not yet commissioned - details  
to follow)

C. DETAILS OF FILM SEQUENCES: (16mm)

Stock opening/closing titles 1'33"

Specially shot (16mm) 6'23"

D. PARTICULARS OF MUSIC USED IN PROGRAMME:

Ron Grainer & BBC

Radiophonic Workshop DR.WHO signature tune

opening: 40"  
closing 53"

Specially composed music by DUDLEY SIMPSON  
not yet recorded - details to follow

*THC/A*

for TIMOTHY COMBE  
24.11.70

From: Assistant to Timothy Combe

25th November 1970

Room No. 8  
Building:

411 Threshold

Tel.  
Ext.:

date:

Subject: DR.WHO (FFF) : COSTING FOR EPISODES 1 AND 2

To: Barry Letts, 505 Union  
A.A.(D) Serials

Herewith the additional costs not shown on the Programme Estimate:-  
(inclusive of film)

Costume £950

Make-up £40

Design £2274. 0.11

Graphics 99. 0. 0

Filming 564.13. 4

---

3927.14.2

Joan Elliott

(Joan Elliott)



TO: TIM COOMBE  
ROOM: 402

EXT:  
BUILDING: THRESHOLD HOUSE

GRAPHICS QUOTATION FORM  
-----

PRODUCTION... DR. WHO .....

PROJECT NUMBER... 2340/7034 .....

VTR/TX DATE... 20-21.11.70 .....

EXTERNAL CHARGE... £15 (signwriting on set) ..

INTERNAL CHARGE... NIL .....

TOTAL £15 -----

THIS QUOTATION FORM IS FOR WORK REQUESTED ON YOUR GRAPHIC  
REQUIREMENT FORM DATED. 18.11.70... PLEASE SIGN THE TOP COPY  
AND RETURN WITHIN TWO DAYS SO RETURNS CAN BE MADE TO THE  
COMPUTER.

RETURN TO: Graphics progress organiser,  
201, Scenery Block, T.C. EXT:

QUOTATION ACCEPTED.....SIGNATURE.....

DATE.....

N.B. THIS DOES NOT INCLUDE PHOTOGRAPHER'S HOURLY RATE OR  
FILMING COSTS. 18.11.70

MAKE-UP  
CONTRACT FOR SERVICE

Original/Revision to serial no:....

From: Make-Up Manager, PARK  
To: (Producer) BARRY LETTS

Date of issue.....26.11.70

Director; TIMOTHY COMBE  
Prod. Dept: DRAMA SERIALS  
Title: DR. WHO EPS. 3 & 4  
Project No: 56-11-70/7036-7

Production date: \* 4/5 DEC.  
Production week: 49  
Filming date (s):  
Filming week (s):

\*Production date as on PBE, i.e. for studio productions this is final recording (or live tx.) day; for all-film programmes dubbing date + 3 weeks unless specified otherwise on PBE.

CODEJAN HARRISONIO1 MAKE-UP SUPERVISOR.....

Preparation time .....hours @ £2 £ 80  
Estimated Filming/OB. 2...days) charged on agreed  
Studio .....days) hours @ £2 per £  
hour

IO2 MAKE-UP ASSISTANTS

Preparation time ,....hours @ 30/- £  
Number of Assistants:-

	FILMING/OB						STUDIO
	Wk...	Wk...	Wk...	Wk...	Wk...	Wk...	
Sat.							2
Sun;							
Mon.							
Tues.							
Wed.							
Thurs.							2
Fri.							

Charged on agreed hours @ 30/- per hour £

TOTAL INTERNAL

121 MAKE-UP MATERIALS

EXTERNAL

£ 25 per ep.

- NOTE: 1. This quote is based on production information received to date. Any variations or additions may result in a revised quote.  
2. This quote does not necessarily guarantee the services of the Supervisor named above. Make-Up Manager reserves the right at all times to deploy staff to productions according to prevailing circumstances.

REMARKS:

Producer/  
Director  
Please sign  
one copy

I accept the above quote

signed.....B. Letts.....Date.....56-11-70.....

Distribution:  
Producer (2 copies)  
Organiser  
Director (Drama only)



FROM: CONTRACTS OFFICE, ROOM E.419 TC. PABX NO.

TO: T. COMBE

Date issued: 27.11.70

Acceptance or non-acceptance of all or part of this contract to be made  
by: A.S.A.P.SCENIC SERVICING CONTRACT FOR SCENERY AND DRESSING PROPERTIES  
(ACTION PROPERTIES ARE SEPARATELY CHARGED)ORIGINAL/REVISION TO NO.  
STUDIO/STAGE/LOCATION/OBDelete inapplicable  
items

DIRECTOR

T. COMBE

PRODUCTION DEPT

DRAMA SERIALS

PRODUCTION DATE

WK

18-19.12.70

TITLE

DR. WHO F.F.F.

FILMING DATE

WK

PROJECT NO. 02340/7038

DESIGNER

RAY LONDON

PROJECT NO. 62547/1050

SET	INTERNAL COSTS G 10		EXTERNAL COSTS 120		FOR USE BY COSTING UNIT
	MAN HOURS		MATERIALS	PROPERTIES HIRED OR BOUGHT	
	QTY	£			
PRACTICALS INCL. VIS. EFFECTS	457		227	300	
			38.5.		
			23.5.		
			288.10	300	
	457	1028.5.			
LATE INFORMATION					
CHARGE: 5%/15%/30%					
TOTALS		£1028.5.		£588.10	

NOTE: THIS CONTRACT IS BASED UPON PRODUCTION INFORMATION RECEIVED TO DATE.  
ANY VARIATION OR ADDITION MAY RESULT IN A REVISED CONTRACT.

REMARKS

H. J. ELLIOTT

ISSUED BY:.....FOR SCENIC SERVICING

Ray London.....FOR SCENIC DESIGN...

ACCEPTED BY:.....PRODUCER. B. L. L. B.  
(SIGNED COPY TO BE RETURNED TO CONTRACTS OFFICE)

DISTRIBUTION

PRODUCER(2)	P.A.(SERVICING)
DIRECTOR	DESIGNER
CH.ASST.SC.DES.	CONSTR. ORG.
SC.DES.MANAGER	COSTING UNIT
OUTPUT DEPT.ORG.	CONTRACTS OFFICE

From: Secretary to Barry Letts - Producer of DR. WHO  
Room: 505 Union Hse Tel.Ext:  
Subject: MARTIN GORDON 'MIND OF EVIL' PROJECT NOS. 02340/7039  
To: Mrs. Sybil Cave.

Prior to my telephone conversation with Jill today, I  
now confirm in writing.

Could you book please, Martin Gordon for DR. WHO 'Mind Of  
Evil' Serial FFF, Project No. as above. (Ep. 6.)  
Pre.Recording date.- 18.12.70  
Recording date: - 19.12.70  
Rehearsals starting from: 18.12.70 - 17.12.70

(Sarah Newman)



B. Letts

545

SERIAL NO. 2:12:70  
ISSUE DATE 2:12:70

CONTRACT FOR SERVICE: STUDIO, STAFF, CAMERAS

To Producer  
To Director  
Production Dept.  
Programme Title

T. Combe  
Who 5/6

Prod Dates 18/11/70

The standard team allocated to your production is capable of operating four cameras and up to two booms (one tracking). This confirms that they together with the planned number of cameras and any additional staff that your production plan may need, have been booked as follows: -

1) STAFF/CAMERAS 5 people Mountings have been booked for this production

(a) Normal Rates

Standard Tech Ops Team  
Additional Supervisory  
Camera Pool  
Camera Assistants  
Tape Operators  
Tape/Gen Operator  
Boom Pool  
Sound Asst (General)  
Colour Cameras  
Mono Cameras  
NORMAL HOURLY CHG RATE

	Unit Charge/Hour	Units	Charge/Hour
Standard Tech Ops Team	26	1	26
Additional Supervisory	-	-	-
Camera Pool	-	1	2
Camera Assistants	-	2	4
Tape Operators	-	1	2
Tape/Gen Operator	-	1	2
Boom Pool	-	2	4
Sound Asst (General)	-	2	4
Colour Cameras	-	5	10
Mono Cameras	-	-	-
NORMAL HOURLY CHG RATE	50	-	-
Booked Hours	12	100	-

Normal Charges

P.A. Pool  
Booked Hours

Normal Charges	-	-	-
----------------	---	---	---

Normal Charges

(b) Penalty Payments

Late/Canc.  
Late/Canc.  
Late/Canc.  
Late/Canc.

Late/Canc.	-	-	-
Late/Canc.	-	-	-
Late/Canc.	-	-	-
Late/Canc.	-	-	-

Late/Canc.  
Late/Canc.  
Late/Canc.  
Late/Canc.

2) STUDIO FIXED CHARGES

Studio TC3 is charged at \$107 per day  
Days additional set & light

Res Code  
Subtract Project Number  
723407038  
Res Code  
Add CH5  
B29  
Canc. DRG CC  
Late DRG LC  
CC3

NOTES: (1) "Booked Hours" are based on the planned production activity plus additions published in the Total Costing Guide. "Agreed Hours" charged will be the booked hours + overruns and late changes.  
(2) Booked hours shown on this contract will be charged at the rates shown. Any changes notified too late for further contracts to be issued will incur the late booking addition of 50% normal rates.  
(3) This quote is based on production information received to date. Any variation or addition may result in the issue of a revised contract.

REMARKS

Producer/Director : Please  
Sign one copy and return to :  
THE Audrey Cornish  
10012 70  
10009

ACCEPTANCE OF CONTRACT

I accept the above quote  
Signed. B. Letts Date 7.12.70

DISTRIBUTION  
Producer TM  
Director SC  
Organiser FI

SCENIC SERVICING CONTRACT FOR PROPERTY PROVISIONING TIME  
NO. 614

ORIGINAL/REVISION TO No. ) Delete inapplicable  
STUDIO/STAGE/LOCATION/OB ) items

FROM: SENIOR ASSISTANT (ALLOCATIONS) ROOM 268 SC. BLK. TC.

TO: BARRY LETTS

DATE ISSUED: 3.12.70

Acceptance or non-acceptance of this contract to be made by: ASAP

DIRECTOR TIM COMBE

PRODUCTION DEPT. SERIALS

PRODUCTION DATE 4.5.12 WK. 49

TITLE DR. WHO 3 and 4/6

FILMING DATE WK.

PROJECT NO. 2340/7036-7

PROPERTY BUYER M. OLENDER

INTERNAL COST

CODE G 11 ..... 3 ..... DAYS @ £120

£ 360 / /

LATE INFORMATION CHARGE: 5%/15%/30%

£

TOTAL

£ 360 / /

NOTE:

1. This contract is based upon production information received to date. Any variation or addition may result in a revised contract, provided effort is available.
2. This contract does not guarantee the services of the buyer named above. The right to deploy staff to prods. according to prevailing circumstances is reserved.

REMARKS.

ISSUED BY: Bruce Messenger FOR SCENIC SERVICING

DISTRIBUTION

ACCEPTED BY: B. Letts PRODUCER

PRODUCER (2)

DIRECTOR

OUTPUT DEPT. ORG.

COSTING UNIT

FILE

DATE:

8.12.70



MAKE-UP  
CONTRACT FOR SERVICE

Original/Revision to serial no:....

From: Make-Up Manager, PARX

Date of issue.....<sup>4.12.70</sup>

To: (Producer BARRY LETTS

Director; TIMOTHY COMBE

Prod. Dept: DRAMA SERIALS

Title: DR. WHO

Project No: 2340/7038-9

Production date: \* 18/19 DEC.

Production week: 51

Filming date (s):

Filming week (s):

\*Production date as on PBE, i.e. for studio productions this is final recording (or live tx.) day; for all-film programmes dubbing date + 3 weeks unless specified otherwise on PBE.

CODEIO1 MAKE-UP SUPERVISOR..... JAN HARRISON

Preparation time ..40..hours @ £2 £ 80

Estimated Filming/OB.....days) charged on agreed

Studio ..2..days) hours @ £2 per £  
hourIO2 MAKE-UP ASSISTANTS

Preparation time ,....hours @ 30/- £

Number of Assistants:-

	FILMING/OB						STUDIO
	Wk...	Wk...	Wk...	Wk...	Wk...	Wk...	
Sat.							2
Sun;							
Mon.							
Tues.							
Wed.							
Thurs.							2
Fri.							

Charged on agreed hours @ 30/- per hour £

TOTAL INTERNAL

121 MAKE-UP MATERIALS

EXTERNAL £ 25 per ep.

NOTE: 1. This quote is based on production information received to date. Any variations or additions may result in a revised quote.

2. This quote does not necessarily guarantee the services of the Supervisor named above. Make-Up Manager reserves the right at all times to deploy staff to productions according to prevailing circumstances.

REMARKS:

Producer/  
Director  
Please sign  
one copy

I accept the above quote

signed.....B. Letts.....

Date.....

22.12.70

Distribution:  
Producer (2 copies)  
Organiser  
Director (Drama only)

FROM: Mrs. Sybil Cave, Artists' Bookings Department, Television.

SUBJECT: "DR. WHO" SERIAL FFF EPs. 3 and 4. Pre-recording: 5th December, 1970.

TO: Television Accounts (For the attention of Mrs. Grace)

Copy to: Tel. Accounts (SU)

Producer

Director

Organiser

Miss Moor

Index

Registry

File.

15th December, 1970.

With reference to contracts issued to the following Artists would you please note that the project numbers should be altered as follows:

Dennis Balcombe  
Roger Marsden  
Wolfgang Von Jurgen  
Cy Town  
Richard Atherton  
Mike Carter  
Leslie Conrad  
L.W. Clark  
Gordon Stoppard

Walk-On Contract issued for Each Artist.

Project Numbers should be

Ep.3. - 023407036 and not 023407035

Ep.4. - 023407037 and not 023407036

Valentino Musetti  
Billy Horrigan  
Michael Stevens  
Alan Chuntz  
Marc Boyle

Walk-On Contract issued for Each Artist.

Project Number should be

Ep.4. - 023407037 and not 023407036

Valentino Musetti  
Billy Horrigan  
Michael Stevens  
Alan Chuntz  
Marc Boyle

Drama Contract issued for Each Artist.

Project Number should be

Ep.3. - 023407036 and not 023407035

*Sybil Cave*  
(Sybil Cave)



SCENIC SERVICING CONTRACT FOR PROPERTY PROVISIONING TIME  
NO.

ORIGINAL/REVISION TO No. **145** } Delete inapplicable  
STUDIO/STAGE/LOCATION/CD } items

FROM: SENIOR ASSISTANT (ALLOCATIONS) ROOM 268 SC. BLK. TC.

TO: **BARAY LETTS**

DATE ISSUED: **7.12.70**

Acceptance or non-acceptance of this contract to be made by: **ASAP**

DIRECTOR

**TIM COMBE**

PRODUCTION DEPT.

**SERIALS**

PRODUCTION DATE

**21.11 WK. 47**

TITLE

**DR. WHO PFF**

FILMING DATE

**25-30.10 WK. 43/44**  
**2-3.11**

PROJECT NO.

**2340/7034**

PROPERTY BUYER

**M. OLENDER**

INTERNAL COST

CODE G 11 ..... **4** DAYS @ £120

£ **480** / /

LATE INFORMATION CHARGE: 5%/15%/30%

£

TOTAL

£ **480** / /

*This contract has been revised from £360 to £480  
to cover increased effort required due to additional  
filming.*

NOTE:

- \* 1. This contract is based upon production information received to date. Any variation or addition may result in a revised contract, provided effort is available.
2. This contract does not guarantee the services of the buyer named above. The right to deploy staff to prods. according to prevailing circumstances is reserved.

REMARKS.

ISSUED BY: **Bruce Young** FOR SCENIC SERVICING

DISTRIBUTION

ACCEPTED BY: **B. LUTS** PRODUCER

PRODUCER (2)

DIRECTOR

OUTPUT DEPT. ORG.

COSTING UNIT

FILE

DATE:

**..8..12..70**



# ACCIDENT AND INDUSTRIAL DISEASE REPORT FORM

To:  
Insurance Manager  
S.A.O.

and following  
addressees  
(as in local  
instructions)

A.H.A.B.Tel  
A.H.P.C.  
~~S.B.C.Tel~~  
Drama Organiser  
Serials  
House Services  
Manager Tel.  
Circ  
File

1. Full Name: **KATY MANNING**

2. Age: **22**

3. Private Address:

4. If Member of Staff, state Staff Number, Occupation and Department.  
If Artist or Speaker, state Programme, Producer and Date of Performance.  
If Contractor's Employee, state Employer's Name and Address.

**Dr. Who - Mind of Evil  
Barry Letts 4.12.70**

Nature and extent of injury or disease: ~~Extra fall~~ **Small bruise in small of back, and possibly in right leg.**

6. (a) Treatment given for injury: **Lotion.**

(b) Name of person giving treatment: **Surgery**

7. If absence from duty has resulted, date on which absence began: **-**

8. Date and time of accident: **4.12.70 approx. 8.15 p.m.**

9. Date accident reported: **5.12.70**

10. Address at which accident occurred: **T.V.C. Studio 6**

11. Exact location of accident: **Prison Set.**

12. Nature of work carried on there: **T.V. Production**

13. Full details of how accident happened and what injured person was doing (if there was a fall of a person or of materials or plant, give the height of the fall; if it was due to machinery, state the name and type of machine and the part which caused the accident and say whether the machine was in motion by mechanical power at the time):  
  
**Shooting fight scene - an extra fell against Miss Manning and bruised her back and kicked her leg.**

14. Names of witnesses (and addresses if not members of staff): **Derek Martin (Fights Arranger)**

15. Were any Safety Regulations infringed? **No**

16. What steps has it been possible to take to prevent a similar accident? **-**

17. Did the accident happen while the injured person was on duty or fulfilling a contract and at a place where he was authorised to be for this purpose? **Yes**

18. Was he doing something authorised or permitted to be done for the purpose of his work or contract? **Yes**

19. Did he, if a member of staff or contractor's employee, do any work on the day of the accident after it happened, or, if an artist or speaker, was he able to continue rehearsal or performance? **Yes**

20. If the injured person is a member of staff, what were his hours of duty on the day of the accident? **-**

21. Signature of Injured Person (if available):	22. Signature of Reporting Officer:  <b>(H.Cottrell)</b> Designation: <b>A to H.S.M.Tel(1)</b> Date: <b>8.12.70</b>
--	--

TO BE COMPLETED BY THE ESTABLISHMENT OFFICER IN THE CASE OF A MEMBER OF STAFF

23. If the accident arose out of his actual duties, and he had been doing this type of work for less than six months, give the date of appointment or transfer:

24. State length of absence: **One day / Two days / Three days / Continuing.**

25. Give dates of any accidents on duty suffered by him during the past year:

<div>26. Was the accident reported</div> <div>(a) To the Factory Inspector on Form 43?</div> <div>(b) To the Local Authority on Form O.S.R.2?</div> <div>If so, give date form sent. Do not leave unanswered.</div>	<div>27. Signature of Establishment Officer</div> <div>Designation: _____ Date: _____</div>
---	---



PROGRAMME AS RECORDED

PROGRAMME TITLE: DR.WHO (FFF) "THE MIND OF EVIL" EP.3

PROJECT NO: 02340/7036

RECORDING NO: VTC/6HT/63222

RECORDED: Saturday, 5th December 1970 (inserts on 4.11.70  
and 18.12.70)

TRANSMISSION: Saturday, 13th February 1971 BEC-1 COLOUR

PRODUCER: BARRY LETTS

DIRECTOR: TIMOTHY COMBE

DESIGNER: RAY LONDON

EDITED DURATION: (to follow) approx. 23'30"

TO: TELEVISION ACCOUNTANT  
621, 33 Cav.Sq.

Copy to: H.D.G. Tel., H. Serials, D.Tel.,  
Org.Serials; Drama Script Library,  
Duty Office, 4098 T.C.  
A.H. Cop; 308 16 L.St.  
Cost Accounts Unit, 401, 2 Cav.Sq.,  
Mrs.S. Cave  
Mr. Barry Letts

A. DETAILS OF CAST:

Senator Alcott .....	TOMMY DUGGAN (RECORDED WITH EP.2)
Jo Grant .....	KATY MANNING
Captain Chir. Lee .....	PIK-SEN LIM (+ film + pre-rec.)
Dr.Who .....	JON PERTWEE (+ film)
Brigadier Lethbridge Stewart....	NICHOLAS COURTNEY (+ film)
Fu Peng .....	KRISTOPHER KUM (pre-rec.with Ep.2)
4 Prison Officers .....	BILL MATTHEWS
	BARRY WADE
	DAVE CARTER
	MARTIN GORDON
Fight Arranger .....	DEREK MARTIN (+ film)
Dr. Summers .....	MICHAEL SHEARD
Mailer .....	WILLIAM MARLOWE (+ film)
Vosper .....	HAYDN JONES
Master .....	ROGER DELGADO (+ film)
Corporal Bell .....	PERNANDA MARLOWE
Sgt.Benton .....	JOHN LEVENE (+ film)
Capt. Mike Yates .....	RICHARD FRANKLIN (+ film)
Governor .....	RAYMOND WESTWELL
C.P.O. Powers .....	ROY PURCELL
S.P.O. Green .....	ERIC MASON
Barnham .....	NEIL MCCARTHY

## ARTISTS ON FILM ONLY

Prisoner .....MATTHEW WALTERS

EXTRAS/WALK-ONS & STUNTS ON FILM ONLY:

LESLIE WEEKES; FRANCIS WILLIAMS; ROY SCAMMELL (stunts); MIKE STEVENS (stunts); MARC BOYLE (stunts); TERRY WALSH (stunts); LES CONRAD;

EXTRAS/WALK-ONS IN STUDIO ONLY:

DENNIS BALCOMBE  
ROGER MARSDEN  
WOLFGANG VAN JERGEN  
CY TOWN  
RICHARD ATHERTON  
MARC BOYLE  
ALAN CHUNTZ  
MIKE STEVENS  
BILL HORRIGAN  
VAL MUSETTI  
MICHAEL CARTER  
LES CONRAD  
LES CLARK  
GORDON STOPPARD

B. OTHER ITEMS CHARGEABLE TO PROGRAMME:

Author DON HOUGHTON

Composer DUDLEY SIMPSON (music not yet commissioned)

---

C. DETAILS OF FILM SEQUENCES: (16mm)

Library stock (opening/closing titles) (16mm)	1'28"
Specially shot BBC (16mm)	3'04"

---

D. PARTICULARS OF ALL MUSIC USED IN PROGRAMME

Ron Grainer & BBC

Radiophonic Workshop DR.WHO signature tune

opening	34"
closing	54"

Specially composed music by DUDLEY SIMPSON  
not yet recorded - details to follow

King Crimson "In The Wake of Poseidon" ILPS 9127

Side 2 Band 2 "The Devil's Triangle" (Fripp)

Produced by Robert Fripp & Peter Sinfield for E.G. Records

17"



From: Assistant to Timothy Combe

8th December 1970

Room No & Building: 411 Threshold

Telephone Extn: 2239/40

Subject: DR.WHO (FFF) : COSTING FOR EPISODES 3 and 4  
(Proj.Nos.02340/7036/7)

To: Barry Letts, 505 Union  
A.A.(D) Serials

Herewith the additional costs not shown on the Programme Estimate:-

Costume	£950. 0.0
Make-up	50. 0.0
Design	469.17.6
Graphics	56. 0.0

*Joan Elliott*

(Joan Elliott)

PROGRAMME AS RECORDED

PROGRAMME TITLE: DR.WHO "FFF" "THE MIND OF EVIL"(EPISODE 4)

PROJECT NO: 02340/7037

RECORDING NO: VTC/6HT/63223

RECORDED: Saturday, 5th December 1970 (inserts on 4.11.70)

TRANSMISSION: Saturday, 20th February 1971 BBC-1 COLOUR

PRODUCER: BARRY LETTS

DIRECTOR: TIMOTHY COMBE

DESIGNER: RAY LONDON

LIMITED DURATION: (to follow) approx. 23'30"

TO: TELEVISION ACCOUNTANT  
621, 33 Cav.Sq.

Copy to: H.D.G. Tel., H.Serials, D.Tel.,  
Org.Serials; Drama Script Library  
Duty Office, 4098 T.C.  
A.H. Cop., 308 16 L.St.  
Cost Accounts Unit, 401 2 Cav.Sq.  
Mrs.S. Cave  
Mr. Barry Letts

A. DETAILS OF CAST:

Dr.Who .....	JON PERTWEE
The Master .....	ROGER DELGADO
Mailer .....	WILLIAM MARLOWE
4 Prison Officers .....	BILL MATTHEWS
	BARRY WADE
	DAVE CARTER
	MARTIN GORDON
Jo Grant .....	KATY MANNING
Dr. Summers .....	MICHAEL SHEARD
Vesper .....	HAYDN JONES
Corporal Bell .....	FERNANDA MARLOWE
Brigadier Lethbridge Stewart...	NICHOLAS COURTNEY
Charlie .....	DAVID CALDERISI

ARTISTS APPEARING ON FILM:

Sgt. Benton .....	JOHN LEVENE
Capt.Mike Yates .....	RICHARD FRANKLIN
The Master.....	ROGER DELGADO
Mailer .....	WILLIAM MARLOWE
Brigadier Lethbridge Stewart...	NICHOLAS COURTNEY

EXTRAS ON FILM ONLY:

DEREK CHAFER; RICKY LANCING; JOHNNY CLUMP; PAT DONAHUE; FRANCIS WILLIAMS  
BILLY HARRIGAN; MAX DIAMOND; LES CLARK; BOB BLANE; LES CONRAD;  
MICHAEL CARTER; IAN ELLIOTT; DEREK MARTIN (fight arranger);  
TERRY WALSH/MARK BOYLE/ROY SCAMMELL/MIKE STEVENS - stuntmen



STUDIO EXTRAS:

DENNIS BALCOMBE; ROGER MARSDEN; WOLFGANG VAN JERGEN;  
CY TOWN; RICHARD ATHERTON; MARK BOYLE; ALAN CHUNTZ; MIKE STEVENS;  
BILL HERRIGAN; VAL MUSETTI; MICHAEL CARTER; LES CONRAD; LES CLARK;  
GORDON STOPPARD

B. OTHER ITEMS CHARGEABLE TO PROGRAMME:

Author: DON HOUGHTON

Composer: DUDLEY SIMPSON (music not yet commissioned)

---

C. DETAILS OF FILM SEQUENCES: (16mm)

Library stock (opening/closing titles) 1'27"

Speciall, shot. 16mm. (sync) 5'55"

---

D. PARTICULARS OF ALL MUSIC USED IN PROGRAMME:

Ron Grainer & BBC

Radiophonic Workshop DR.WHO signature tune

opening 34"

closing 53"

Specially composed music by DUDLEY SIMPSON  
not yet recorded - details to follow

TIMOTHY COMBE  
9.12.70

RETURN TO ROOM 330 SC. BLK. T.C. BY \_\_\_\_\_

SERIAL NO 1DESIGNER AND DESIGN ASSISTANTCONTRACT FOR SERVICE

Original/Revision to serial no \_\_\_\_\_

FROM: Scenic Design Manager. PABX

Date of Issue 11/12/70

TO: (Producer)

Director \_\_\_\_\_

\*Production Date SAT. 23/1Prod. Dept DLProduction Week 4Prog. Title Av. Who (ggg) Ep. 192

Filming Date(s) \_\_\_\_\_

\*Project No 2340/7044/5.

Filming Week(s) \_\_\_\_\_

\*Production dates as on PBE i.e. for studio productions this is final recording (or live TX) day; for all-film programmes, dubbing date + 3 weeks unless specified otherwise on PBE. Please check proj. no. if incorrect please inform Miss J. Killick Extn. \_\_\_\_\_

DESIGNER k. Sharp.

CODE		DAYS	COST
F.20	Designer - EDU		
F.21	Designer - Scripted	50	950
F.22	Designer - Unscripted		
F.24	Designer - SDU		
F.30	Design Assistant	40	600
	TOTAL INTERNAL COST		1,550

Unless you or your Departmental Organiser contacts me within one week of the Date of Issue shown above, your acceptance of this charge will be assumed.

Signature [Signature] SCENIC DESIGN MANAGER

- NOTE:
1. This quote is based on production information received to date. Any variations or additions may result in a revised quote.
  2. This quote does not necessarily guarantee the services of the Designer named above. Scenic Design Manager reserves the right at all times to deploy staff to productions according to prevailing circumstances.

REMARKS:

Producer/  
Director  
Please sign one copy

I accept the above quote  
Signed B. LeTB.  
Date 16-12-70

Distribution:  
Producer (2 copies)  
Organiser (1 copy)  
Director (Drama 1 copy)



SCENIC SERVICING CONTRACT FOR PROPERTY PROVISIONING TIME  
NO. 911

ORIGINAL/REVISION TO No. } Delete inapplicable  
STUDIO/STAGE/LOCATION/OP } items

FROM: SENIOR ASSISTANT (ALLOCATIONS) ROOM 268 SC. BLK. TC.

TO: Barry Letts.

DATE ISSUED: 11 Dec. '70.

Acceptance or non-acceptance of this contract to be made by: A.S.A.P.

DIRECTOR Timothy Combe.

PRODUCTION DEPT. Drama Serial.

PRODUCTION DATE 19 Dec. WK. 51.

TITLE Dr. Who.

FILMING DATE WK.

PROJECT NO. 234017038-9.

PROPERTY BUYER M. Otender.

INTERNAL COST

CODE G 11 ..... 4. DAYS @ £120

£480-0-0

LATE INFORMATION CHARGE: 5%/15%/30%

£

TOTAL

£480-0-0

NOTE:

1. This contract is based upon production information received to date. Any variation or addition may result in a revised contract, provided effort is available.
2. This contract does not guarantee the services of the buyer named above. The right to deploy staff to prods. according to prevailing circumstances is reserved.

REMARKS.

ISSUED BY: Barry Letts FOR SCENIC SERVICING

DISTRIBUTION

ACCEPTED BY: B. Letts PRODUCER

PRODUCER (2)  
DIRECTOR  
OUTPUT DEPT. ORG.  
COSTING UNIT  
FILE

DATE:

22.12.70

PLEASE RETURN TO ROOM 216 Sc. Bldg. T.C. by ..... Serial No:.....

VISUAL EFFECTS  
CONTRACT FOR SERVICE

Original/Revision to Serial No:....

From: Visual Effects Organiser. PABX.

Date of issue. 11.12.70

To: *Bunny Little*

Director:

Production date: \* 18.12.70

Prod. Dept:

Production week: 50

Titles: *Dr Who 5/6*

Filming day(s)

Project No: *202340/7038*

Filming week(s)

\* Production date as on PBE, i.e. for studio productions this is final recording (or live tr) day; for all-film programmes, dubbing date - 3 weeks unless specified otherwise on PBE.

Reference Visual Effects Requirement  
No:.....

CODE

FO7	INTERNAL COST	£ 13
137	EXTERNAL COST	£ 8

NOTE: This quote is based on production information received to date.  
Any variations or additions may result in a revised quote.

REMARKS:

Producer/Director.  
Please sign one copy

I accept the above quote

Signed *B. Little*

Date *22.12.70*

Distribution:  
Producer (2 copies)  
Organiser  
Director (Drama only)



Serial No: 51/1

44 DEC 970

Date of issue.....

Production Date: 19.12.70  
Production week: 51 SATURDAY  
Filming date(s)  
Filming week(s)

\*Production date as on PBE, i.e. for studio production this is final recording (or live tx.) day; for all-film programmes, dubbing date + 3 weeks unless specified otherwise on PBE.

CODE

H 01 COSTUME SUPERVISOR . . . . . B. BARTLETT . . . . .

Preparation	8 days @ £20	£	160
Estimated Filming/OB	} charged on agreed		
Studio		3 days	
	hours @ <del>100</del> 42/-		
	per hour	£	50

H 03 DRESSERS

Number of Dressers:-

	FILMING/OB						STUDIO
	Wk...	Wk...	Wk...	Wk...	Wk...	Wk...	
Sat.							4
Sun							
Mon .							
Tues.							
Wed.							
Thurs.							4
Fri.							

(wk. 50)

Charged on agreed hours @ 45/- per hour	£	216
(Minimum 12 hour day)		

TOTAL INTERNAL	£	426
EXTERNAL	£	950

122 PROVISION OF COSTUMES

NOTE: 1. This quote is based on production information received to date. Any variations or additions may result in a revised quote.  
2. This quote does not necessarily guarantee the services of the Supervisor named above. Allocations Org: reserves the right at all times to deploy staff to production according to prevailing circumstances.

REMARKS:

Distribution:  
Producer (2 copies)  
Organiser  
Director (Drama Only)

16-12-70

RETURN TO ROOM 3011 T.C.

20.11.70  
BY.....

Serial No: 47/2.....

COSTUME  
CONTRACT FOR SERVICE  
OriginalFrom: Allocations Organiser PABX:  
To: (Producer) B. LEWIS

Date of issue: 13.11.70.....

Director: T. COOMBE  
Prod. Dept: DRAMA SERIAL  
Title: DR. VHD  
Project No: ~~2340/7034/5~~ 2340/7034/5Production Date: 21.11.70  
Production week: 47 SATURDAY  
Filming date(s): 25-30/10/70  
Filming week(s): 46

\*Production date as on PBE, i.e. for studio production this is final recording (or live tx.) day; for all-film programmes, dubbing date + 3 weeks unless specified otherwise on PBE.

## CODE

H01 COSTUME SUPERVISOR B. BARTLETT.....

Preparation .48...days @ £20  
Estimated Filming/OB .5...days) charged on agreed £960  
Studio .2...days) hours @ ~~20XX~~ 42/-  
per hour £175

## H 03 DRESSERS

Number of Dressers:-

	FILMING/OB						STUDIO
	Wk...	Wk...	Wk...	Wk...	Wk...	Wk...	
Sat.							4
Sun							
Mon	2						
Tues.	2						
Wed.	2						
Thurs.	2						
Fri.	2						4 (4x46)

Charged on agreed hours @ 45/- per hour £486  
(Minimum 12 hour day)TOTAL INTERNAL £1,621  
EXTERNAL £950

## 122 PROVISION OF COSTUMES

NOTE: 1. This quote is based on production information received to date. Any variations or additions may result in a revised quote.

2. This quote does not necessarily guarantee the services of the Supervisor named above. Allocations Org: reserves the right at all times to deploy staff to production according to prevailing circumstances.

## REMARKS:

Producer/Director  
Please sign and  
return one copy.

I accept the above quote

Signed: B. LEWIS  
Date:.....Distribution:  
Producer (2 copies)  
Organiser  
Director (Drama Only)

22.12.70



FROM: Timothy Combe, 411 Threshold House

SUBJECT: BILLING: DR.WHO (FFF) "THE MIND OF EVIL" EPISODE 1 WEEK 5  
Saturday, 30th January 1971 BBC-1 COLOUR

TO: Mr. A.E. Kingshott, Room 6047, T.C. 15th December 1970

Copies to: H.Serials; Org.Serials; Sub-Editors R.T.(2)  
Mrs.P. Fraser; Tel.Publicity Officer; Barry Letts; File

DOCTOR WHO

Starring JON PERTWEE

THE MIND OF EVIL  
by DON HOUGHTON

Episode 1

The Doctor and Jo Grant visit Stangmoor Prison where the Doctor senses something alien and evil behind a revolutionary new treatment for the criminal mind. The Brigadier meanwhile grapples with a mysterious death at a vital Peace Conference.

Doctor Who .....	JON PERTWEE
Jo Grant .....	KATY MANNING
Senior Prison Officer Green .....	ERIC MASON
Chief Prison Officer Powers .....	ROY PURCELL
Prison Governor .....	RAYMOND WESTWELL
Professor Kettering .....	SIMON LACK
Doctor Summers .....	MICHAEL SHEARD
Prison Officers .....	BILL MATTHEWS
	BARRY WADE
	DAVE CARTER
	MARTIN GORDON
Barnham .....	NEIL MCCARTHY
Linwood .....	CLIVE SCOTT
Captain Mike Yates .....	RICHARD FRANKLIN
Corporal Bell .....	FERNANDA MARLOWE
Brigadier Lethbridge Stewart .....	NICHOLAS COURTNEY
Captain Chin Lee .....	PIK-SEN LIM

Title Music by RON GRAINER and  
BBC RADIOPHONIC WORKSHOP

Incidental Music by DUDLEY SIMPSON

Script Editor, TERRANCE DICKS  
Designer, RAY LONDON  
Producer, BARRY LETTS  
Directed by TIMOTHY COMBE

BBC Recording  
COLOUR

FROM: Timothy Combe, 411 Threshold House

SUBJECT: BILLING: DR.WHO (FFF) "THE MIND OF EVIL" EPISODE 2: WEEK 6  
Saturday, 6th February 1971 BBC-1 COLOUR

TO: Mr. A.E. Kingshott, Room 6047 T.C.

15th December 1970

Copies to: H. Serials; Org.Serials; Sub-Editors, R.T. (2);  
Mrs. P. Fraser; Tel.Publicity Officer; Barry Letts; File

DOCTOR WHO

Starring JON PERTWEE

THE MIND OF EVIL  
by DON HOUGHTON

Episode 2

The Doctor becomes convinced of the link  
between events at Stangmoor and the Keller  
Process. A prison riot puts Jo in danger -  
and a terrifying monster strikes at the  
Peace Conference.

Doctor Who .....	JON PERTWEE
Jo Grant .....	KATY MANNING
Captain Mike Yates .....	RICHARD FRANKLIN
Captain Chin Lee .....	PIK-SEN LIM
Sergeant Benton .....	JOHN LEVENE
Brigadier Lethbridge Stewart .....	NICHOLAS COURTNEY
The Master .....	ROGER DELGADO
Fu Peng .....	KRISTOPHER KUM
Senior Prison Officer Green .....	ERIC MASON
Chief Prison Officer Powers .....	ROY PURCELL
Vosper .....	HAYDN JONES
Doctor Summers .....	MICHAEL SHEARD
Barnham .....	NEIL MCCARTHY -
Mailer .....	WILLIAM MARLOWE
Prison Officers .....	BILL MATTHEWS
	BARRY WADE
	DAVE CARTER
	MARTIN GORDON
Prison Governor .....	RAYMOND WESTWELL
Corporal Bell .....	FERNANDA MARLOWE
Senator Alcott .....	TOMMY DUGGAN

Title Music by RON GRAINER and  
BBC RADIOPHONIC WORKSHOP

Incidental music by DUDLEY SIMPSON

Script Editor, TERRANCE DICKS  
Designer, RAY LONDON  
Producer, BARRY LETTS  
Directed by TIMOTHY COMBE

BBC Recording  
COLOUR



FROM: Timothy Combe, 411 Threshold House

SUBJECT: BILLING: DR.WHO (FFF) "THE MIND OF EVIL" EPISODE 3: WEEK 7  
Saturday, 13th February 1971 BBC-1 COLOUR

TO: Mr. A.E. Kingshott, Room 6047 T.C. 15th December 1970

Copies to: H.Serials, Org.Serials, Sub-Editors, R.T. (2),  
Mrs.P. Fraser, Tel.Publicity Officer; Barry Letts; File

DOCTOR WHO

Starring JON PERTWEE

THE MIND OF EVIL  
by DON HOUGHTON

Episode 3

Jo's life is threatened as the prison riot reaches a climax. The Master shows his hand at Stangmoor Prison. The Doctor walks into a trap and faces his most terrifying ordeal.....

Senator Alcott .....	TOMMY DUGGAN
Captain Chin Lee .....	PIK-SEN LIM
Doctor Who .....	JON PERTWEE
Brigadier Lethbridge Stewart .....	NICHOLAS COURTNEY
Fu Peng .....	KRISTOPHER KUM
Jo Grant .....	KATY MANNING
Doctor Summers .....	MICHAEL SHEARD
Mailer .....	WILLIAM MARLOWE
Vosper .....	HAYDN JONES
The Master .....	ROGER DELGADO
Corporal Bell .....	FERNANDA MARLOWE
Captain Mike Yates .....	RICHARD FRANKLIN
Prison Governor .....	RAYMOND WESTWELL
Prison Officers .....	BILL MATTHEWS
	BARRY WADE
	DAVE CARTER
	MARTIN GORDON
Chief Prison Officer Powers .....	ROY PURCELL
Barnham .....	NEIL MCCARTHY
Senior Prison Officer Green.....	ERIC MASON
Sergeant Benton .....	JOHN LEVENE

Title music by RON GRAINER and  
BBC RADIOPHONIC WORKSHOP

Incidental music by DUDLEY SIMPSON

Script Editor, TERRANCE DICKS  
Designer, RAY LONDON  
Producer, BARRY LETTS  
Directed by TIMOTHY COMBE

BBC Recording  
COLOUR

From: Manager (Properties)

Room No. 272  
& Building: Sc. Bl., TC

18th December 1970

Subject: BREAKDOWN OF KINGSBURY MOTORS' VEHICLE: DR. WHO: 'THE MIND OF EVIL'

To: Organiser, Serials, Tel.

Copies to: Barry Letts;  
John Griffiths;  
Stephanie Marks

Further to my brief note of 13th November with reference to John Griffiths's memo of 6th November, the contents of which contained listed complaints against Kingsbury Motors. My investigations have resulted in the following comments:

Monday 26th October

1. Dr. Who's car - Unfortunately on the way to Dover, one of the glass fibre wheel trims came off of the car and was run over by an on-coming vehicle. The car was fully checked over before leaving Kingsbury and in fact behaved itself driving to Dover. Please note that no less than 12 wheel trims have been purchased over the past twelve months to allow for replacement to damaged or broken wheel trims - these items are very vulnerable and indeed as part of the original design of Dr. Who's car present a continuing problem both in the method of securing them to the wheels and protection from damage.
2. Having arrived at Dover the dynamo developed a fault which necessitated an exchange unit being fitted and also a new regulator. This would obviously account for the battery being flat (if this were the case).
3. For continuity purposes we were unable to remove the horn from where it was first fitted (which was a bad place), all we could do was tighten it up.

Tuesday 27th October

1. The Ford Transit van refused to start until it had been towed - we can only assume that this was caused by condensation, as it had run perfectly on the previous day, and after having been started, continued to run perfectly all day.
2. The original request for a unit jeep was for one with a canvas top, but at a later date this was changed to a Land Rover with a hard top. No mention was every made of the type of door required.

Wednesday 28th October

1. The supplier regrets that the R/T radio had not been placed inside the 'unit jeep' which was in fact a land rover. The representatives of Kingsbury Motors on location (I am given to understand a Mr. T. Heath) ascertained that this particular item of equipment was not required until the following day and took the necessary action to ensure that this equipment was available for the next day's filming and to the best of my knowledge this particular problem was thus overcome.

/continued



Thursday 29th October

1. Black Maria Van - the vehicle developed faulty back doors due to the fact that on Thursday filming was at an airport in Dover - it was an extremely windy day, and whilst some props were being removed from the vehicle the wind caught the door and blew it back on its hinges. This vehicle had been in Dover, and up until this day had caused no trouble whatsoever. I would like to know why props were being carried in this vehicle.

Monday 2nd November

The milk float was placed on charge, but unfortunately the charger which has an automatic time switch on it appeared to have been faulty. It was not until after the filming when we were told that the batteries seemed to be insufficiently charged that we were able to discover that there was a fault in the charger.

Tuesday 3rd November

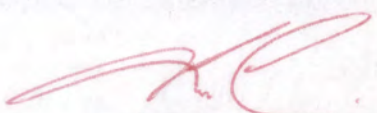
Ford Zephyr - the throttle linkage of a Ford Zephyr is held together by a plastic clip. This came apart just as they were about to do a shot, but was repaired immediately by the driver. Regarding the automatic transmission, today's trend is to fit automatic transmission to the larger type of car, and in fact there are certain models where it is impossible to get manual transmission.

No-one in the Property Section wishes to excuse the faults in the vehicles used as props. However, it is very difficult indeed for the writer to make profound comments on a matter which can only in the majority of cases be brought to one's attention after the event and investigated at a later date with yet another party - the supplier. The facts must then be weighed up as to what was the cause in the first place. Furthermore, mechanical faults can and do occur with vehicles at any time, be they brand new or very old. The motor vehicle is still a very crude piece of engineering regardless of price.

In the circumstances, I do not consider these complaints as justification for a reduction of at least 75% of the original cost. However, I am not satisfied with the lack of power from the batteries to enable the milk float to operate correctly and I will ask the supplier to reduce his costs for this item.

Finally, I have been notified by the Supplier that the doors of the Black Maria have had to undergo a fairly extensive repair to make them fully practical and serviceable and the cost of this is something which I have to settle amicably and may involved the question of reducing the original charge of these vehicles.

KMS



(Gavin M. Campbell)

BARRY LETTS

505 UNION

21st December

OVERRUN

*Min 1* *Err*

H.SERIALS

COPY: D.G.O.TEL.

On Friday and Saturday, 18th and 19th December there was a recording of DR. WHO Episodes 5 and 6 in TC3. On each occasion we overran 5 minutes.

This was due to the fact that they were both extremely complex shows entailing a lot of special effects. In addition to this on Saturday, 19th December there was a 4 minute breakdown of telecine.

*SLA*

(Barry Letts)



PROGRAMME AS RECORDED

PROGRAMME TITLE: DR.WHO (FFF) "THE MIND OF EVIL" EP.5

PROJECT NO: 02340/7038

RECORDING NO: VTC/6HT/63224 (inserts on VTC/6HT/63596)

RECORDED: Saturday, 19th December 1970 (inserts on 18.12.70)

TRANSMISSION: Saturday, 27th February 1971 BBC-1 COLOUR

PRODUCER: BARRY LETTS

DIRECTOR: TIMOTHY COMBE

DESIGNER: RAY LONDON

EDITED DURATION: (to follow) approx. 23'40"

---

TO: TELEVISION ACCOUNTANT  
621, 33 Cav.Sq.

Copy to: H.D.G. Tel., H.Serials, D.Tel.  
Org.Serials; Drama Script Library  
Duty Office, 4098 T.C.  
A.H. Cop; 308 16 L.St.  
Cost Accounts Unit, 401, 2 Cav.  
Sq.

Mrs.S.Cave  
Mr.Barry Letts

---

A. DETAILS OF CAST:

Jo Grant .....	KATY MANNING
Dr.Who .....	JON PERTWEE
Mailer .....	WILLIAM MARLOWE
Brigadier Lethbridge Stewart.....	NICHOLAS COURTNEY
Major Cosworth .....	PATRICK GODFREY
Fuller .....	JOHNNY BARRS
Master .....	ROGER DELGADO
Sgt. Benton .....	JOHN LEVENE
Capt. Mike Yates .....	RICHARD FRANKLIN
Barnham .....	NEIL MCCARTHY
4 Prison Officers .....	BILL MATTHEWS
	BARRY WADE
	DAVE CARTER
	MARTIN GORDON
Tight Arranger .....	DEREK MARTIN

STUDIO EXTRAS:(for Ep.5 on 18th/19th Dec.)

MICHAEL ELY; ROGER MARSDEN; LES CLARK; ALAN CHUNTZ; MIKE STEVENS;  
BILL HARRIGAN; VAL MUSETTI; MICHAEL CARTER; CHARLES MARRIOTT;

STUDIO EXTRAS: (for post-recording Ep.3) on 18.12.71

MICHAEL ELY; ROGER MARSDEN; LES CONRAD; LES CLARK; ALAN CHUNTZ;  
MIKE STEVENS; BILL HARRIGAN; VAL MUSETTI; MICHAEL CARTER;  
RICHARD ATHERTON; GORDON STOPPARD.

A. DETAILS OF CAST (Cont.)

EXTRAS ON FILM ONLY (EP.5)

TONY JENKINS: ROBERT BALD: DENNIS BALCOMBE: FRANCIS WILLIAMS:  
BILLY HARRIGAN: MAX DIAMOND: LES CLARK: BOB BLANE: LES CONRAD:  
MICHAEL CARTER: IAN ELLIOTT: TERRY WALSH (Stunts); MARK BOYLE (stunts)  
ROY SCAMMELL (Stunts); MIKE STEVENS (stunts); CHARLES MARRIATT;  
DEREK MARTIN; MICHAEL CARTER; IAN ELLIOTT

ARTISTS APPEARING ON FILM:

NICHOLAS COURTNEY; MATTHEW WALTERS; ROGER DELGADO;  
LAURENCE HARRINGTON (sound only pre-rec.); JOHN LEVENE; ...

ARTISTS POST-RECORDING FOR EP.3 (on 18.12.71)

Vosper .....	HAYDN JONES
Mailer .....	WILLIAM MARLOWE
Master .....	ROGER DELGADO
Prison Officers.....	BILL MATTHEWS
	BARRY WADE
	DAVE CARTER
	MARTIN GORDON
S.P.O. Green.....	ERIC MASON
C.P.O. Powers.....	ROY PURCELL
Governor .....	RAYMOND WESTWELL

ARTISTS PRE-RECORDING FOR EP.5 (on 18.12.71)

Dr.Who .....	JON PERTWEE
Master .....	ROGER DELGADO
Mailer .....	WILLIAM MARLOWE

---

B. OTHER ITEMS CHARGEABLE TO PROGRAMME:

Author DON HOUGHTON (Margery Vosper Ltd.)  
Composer DUDLEY SIMPSON (music not yet commissioned)

---

C. DETAILS OF FILM SEQUENCES: (16mm)

Library stock (opening/closing titles)	1'30"
Specially shot BBC (16mm) sync.	4'58"

---

D. PARTICULARS OF ALL MUSIC USED IN PROGRAMME

Ron Grainer & BBC  
Radiophonic Workshop DR.WHO signature tune

opening	37"
closing	53"

Specially composed music by DUDLEY SIMPSON not yet recorded  
details to follow.

TIMOTHY COMBE  
22.12.70



PROGRAMME AS RECORDED

PROGRAMME TITLE: DR.WHO (FFF) "THE MIND OF EVIL" EP.6  
PROJECT NO: o2340/7039  
RECORDING NO: VTC/6HT/63225 (inserts on VTC/6HT/63596)  
RECORDED: Saturday, 19th December 1970 (inserts on 18.12.70)  
STUDIO: T.C.3  
TRANSMISSION: Saturday, 6th March 1971 BBC-1 COLOUR  
PRODUCER: BARRY LETTS  
DIRECTOR: TIMOTHY COMBE  
DESIGNER: RAY LONDON  
EDITED DURATION: (to follow) approx. 23'40"

---

TO: TELEVISION ACCOUNTANT  
621, 33 Cav.Sq.

Copy to: H.D.G. Tel., H.Serials D.Tel;  
Org.Serials; Drama Script Librarian;  
Duty Office, 4098 T.C.  
A.H. Cop., 308 16 L.St.  
Cost Accounts Unit, 401  
2, Cav.Sq.  
Mrs.S. Cave  
Mr.Barry Letts

---

A. DETAILS OF CAST:

Brigadier Lethbridge Stewart.....	NICHOLAS COURTNEY
Dr.Who .....	JON PERTWEE
Master .....	ROGER DELGADO
Jo Grant .....	KATY MANNING
Barnham .....	NEIL MCCARTHY
Sgt.Benton .....	JOHN LEVENE
4 Prison Officers .....	BILL MATTHEWS
	BARRY WADE
	DAVE CARTER
	MARTIN GORDON
Capt. Mike Yates .....	RICHARD FRANKLIN
Major Cosworth .....	PATRICK GODFREY
Dr. Summers .....	MICHAEL SHEARD

STUDIO EXTRAS:

CHARLES MARRIOTT: MICHAEL ELY: ROGER MARSDEN

EXTRAS ON FILM ONLY.

FRANCIS WILLIAMS: BILL HARRIGAN

ARTISTS APPEARING ON FILM:

JON PERTWEE; ROGER DELGADO; KATY MANNING; NEIL MCCARTHY

---

B. OTHER ITEMS CHARGEABLE TO PROGRAMME:

Author DON HOUGHTON (Margery Vosper Ltd.)

Composer DUDLEY SIMPSON (music not yet composed)  
details to follow

---

C. DETAILS OF FILM SEQUENCES: (16mm)

Library stock (opening/closing titles) 1'26"

Specially shot BBC (16mm sync) 3'43"

---

D. PARTICULARS OF ALL MUSIC USED IN PROGRAMME

Ron Grainer & BBC

Radiophonic Workshop DR.WHO signature tune

Opening	33"
Closing	53"

TIMOTHY COMBE  
22.12.70



From: Assistant to Timothy Combe

22nd December 1970

Room No & Building: 411 Threshold

Telephone Extn: 2239/40

Subject: DR.WHO (FFF) : COSTING FOR EPISODES 5 and 5

To: Barry Letts;  
A.A.(D) Serials

herewith the additional costs not shown on the Programme Estimate:-

Costume	£950. 0. 0
Make-up	£40. 0. 0
Design	£588.10. 0
Graphics	£19. 0. 0

(Joan Elliott)

PROGRAMME RECORD

PRODUCER

1-2-3

PROJECT No. 4-12

13-15

CHARGE 16-24

25-31

RECORDING No. 32-55

P66

2340/7034

131

C

4647/63220/5

TAPE USED

BOOKED TIME AND OVERRUN

REELS CUT

56-61

62-63

RECORDING DATE 64-68

LoVT

23-12-70

TITLE

Dr Who

PRODUCER

DURATION

SUB-TITLE

SPOOL Nos.

REMARKS

1

43490

EO

Satis for

SND

DUB

TV

2

3

4

5

6



# Programme Recording Form

To: PRESENTATION DESK Room 4093 TC (PAEX 3711/3712)  
(Copies A & B)

DEPARTMENTAL ORGANISER or ORG. ASST. (Copy C)  
PRODUCTION FILE (Copy D)

TRANSMISSION:—

WEEK	5
DATE	30.1.71
NETWORK	BBC-1
Transmission in Monochrome or Colour	COLOUR

RECORDING NUMBER  
OR FILM GAUGE

VTC/6HT/63220/ED (I heard  
Per. 246)

TAKE No.  
ON FRONT OF  
PROGRAMME

1

PROJECT NUMBER

02340/7034

TITLE OF PROGRAMME

DR.WHO "THE MIND OF EVIL"

EPISODE No.

1

COPY **D**

SUB-TITLE

EPISODE 1

PRODUCER OR PERSON RESPONSIBLE

Name BARRY LETTS

DEPARTMENT RESPONSIBLE

Drama Serials, Tel.

Office Room  
& Tel. No.

505 Union

Home Tel. No.

## PRODUCTION DETAILS

- Overall duration of programme timed on V.T. machine/film footage counter..... 24'39"
- Overall duration of programme timed on stop watch/master clock..... 24'40"
- If only one timing method used has this been double checked?.....
- Duration of opening sequence..... 34" "Dr.Who" at 15" in
- Details of opening sequence (state if subtitle is shown and when)..... "The Mind of Evil" at 20" in  
"by Don Houghton" at 26" in  
"Episode 1" at 34" in
- Duration of closing sequence (timed from the appearance of the **FIRST WRITTEN CREDIT**, item 7, to the **END** of the programme)..... 52"
- Wording of first closing credit..... Dr.Who JON PERTWEE
- Details and duration of final credit..... Directed by TIMOTHY COMBE  
BBC-tv (4" from end)
- If music is used in the closing sequence, does this end naturally with the end of the programme..... Yes
- If programme does not end with the fade down of the final credit, give concise details.....
- If contractual v/o credit is required please ensure that Presentation Desk has a running order of end credits.
- Script enclosed/to follow/already forwarded/not available (please delete as required)
- Previous transmission dates and overall durations..... none
- If a repeat, has programme been reviewed prior to this transmission?.....
- Remarks (to include v/o credits, introductory announcements etc. where required.)

SIGNED.....

DATE.....



# Programme Recording Form

To: PRESENTATION DESK Room 4093 TC (PAEX 3711/3712)

(Copies A &amp; B)

DEPARTMENTAL ORGANISER or ORG. ASST. (Copy C)

PRODUCTION FILE (Copy D)

## TRANSMISSION:—

WEEK	6
DATE	6.2.71
NETWORK	BBC-1
Transmission in Monochrome or Colour	COLOUR

RECORDING NUMBER  
OR FILM GAUGE

VTC/6HT/63221/ED

TAKE No.  
ON FRONT OF  
PROGRAMME

1

PROJECT NUMBER

02340/7035

TITLE OF PROGRAMME

DR.WHO

EPISODE No.

2

COPY **D**

SUB-TITLE

"THE MIND OF EVIL"

PRODUCER OR PERSON RESPONSIBLE

Name BARRY LETTS

DEPARTMENT RESPONSIBLE

Drama, Serials, Tel.

Office Room  
& Tel. No.

505 Union

Home Tel. No.

## PRODUCTION DETAILS

- Overall duration of programme timed on V.T. machine/film footage counter..... **24'37"**
- Overall duration of programme timed on stop watch/master clock.....
- If only one timing method used has this been double checked?.....
- Duration of opening sequence..... **40"**
- Details of opening sequence (state if subtitle is shown and when).....  
 "Dr. Who" at 18"  
 "The Mind of Evil" at 21" in  
 "by Don Houghton" at 27" in  
 "Episode 2" at 35" in
- Duration of closing sequence (timed from the appearance of the **FIRST WRITTEN CREDIT**, item 7, to the **END** of the programme)..... **53"**
- Wording of first closing credit..... **Dr. Who JON PERTWEE**
- Details and duration of final credit..... **Directed by TIMOTHY COMBE**  
**BBC-tv (4" from end)**
- If music is used in the closing sequence, does this end naturally with the end of the programme..... **Yes**
- If programme does not end with the fade down of the final credit, give concise details.....
- If contractual v/o credit is required please ensure that Presentation Desk has a running order of end credits.
- Script enclosed/to follow/already forwarded/not available (please delete as required)
- Previous transmission dates and overall durations.....
- If a repeat, has programme been reviewed prior to this transmission?.....
- Remarks (to include v/o credits, introductory announcements etc. where required.)

SIGNED.....

DATE.....



4.12.70

49/2

RETURN TO ROOM 3011 T.C.

BY.....

Serial No:.....

COSTUME  
CONTRACT FOR SERVICE  
Original

From: Allocations Organiser PABX:  
To: (Producer) **B. LETTS**

Date of issue **27 NOV 1970**

Director: **T. COMBE**  
Prod. Dept: **DRAMA SERIAL**  
Title: **DR. WHO**  
Project No: **2340/7036/7**

Production Date: **5.12.70**  
Production week: **49 SATURDAY**  
Filming date(s)  
Filming week(s)

\*Production date as on PBE, i.e. for studio production this is final recording (or live tx.) day; for all-film programmes, dubbing date + 3 weeks unless specified otherwise on PBE.

CODE

H COSTUME SUPERVISOR **B. BARTLETT****8**

Preparation .....days @ £20 £ 160  
Estimated Filming/OB ...**2**..days) charged on agreed  
Studio .....days) hours @ ~~20~~ **42/-** per hour £ 50

H 03 DRESSERS

Number of Dressers:-

	FILMING/OB						STUDIO
	Wk...	Wk...	Wk...	Wk...	Wk...	Wk...	
Sat.							4
Sun							
Mon.							
Tues.							
Wed.							
Thurs.							4
Fri.							

(Wk. 48)

Charged on agreed hours @ 45/- per hour £ 216  
(Minimum 12 hour day)

TOTAL INTERNAL £ 426  
EXTERNAL £ 950

122 PROVISION OF COSTUMES

NOTE: 1. This quote is based on production information received to date. Any variations or additions may result in a revised quote.  
2. This quote does not necessarily guarantee the services of the Supervisor named above. Allocations Org: reserves the right at all times to deploy staff to production according to prevailing circumstances.

## REMARKS:

Producer/Director  
Please sign and  
return one copy.

I accept the above quote

Signed **B. Letts**  
Date.....

Distribution:  
Producer (2 copies)  
Organiser  
Director (Drama Only)

22.12.70

1  
2  
3  
4  
5  
6  
7  
8  
9

PRODUCER

PRODUCER

DURATION

P66

PROJECT NO.

2340 / 7035

PROGRAMME TITLE

Dr WHO EP 2.

RECORDING NUMBER

V I T C / 647 / 63221 / (E)

Date Recorded

29-12-70

SUB TITLE

PUNCHING INSTRUCTIONS:

- 1) When spool status is in column 1 only — Punch All Data
- 2) When spool status is in columns 2 — 5 Punch Lines 1—3 excluding Title, followed by any Spool Nos of corresponding Status Codes for those in final completed column.
- 3) Punch ☆ ~~X~~ after last code.

DATE FIRST TX

REMARKS

SPOOL NO.

SPOOL STATUS

1 2 3 4 5

44526

4346

MB

INTERMEDIATE SOUND COPY

65417

CS



FROM: Timothy Combe, 411 Threshold House

SUBJECT: BILLING: DR.WHO (FFF) "THE MIND OF EVIL" EPISODE 4 WEEK 8  
Saturday, 20th February 1971 BBC-1

TO: Mr. A.E. Kingshott, Room 6047 T.C. 30th December 1970

Copies to: H. Serials; Org.Serials; Sub-Editors, R.T.(2);  
Mrs.P. Fraser; Tel.Publicity Officer; Barry Letts; File

DOCTOR WHO

Starring JON PERTWEE

THE MIND OF EVIL  
by DON HOUGHTON

Episode 4

The Doctor realizes the full horror of the  
creature inside the Keller Machine. The Master  
goes ahead with the next stage of his plan - the  
use of the nerve gas missile...

Doctor Who .....	JON PERTWEE
Police Officers .....	BILL MATTHEWS
	BARRY WADE
	DAVE CARTER
	MARTIN GORDON
Mailer .....	WILLIAM MARLOWE
The Master .....	ROGER DELGAD
Jo Grant .....	KATY MANNING
Vosper .....	HAYDN JONES
Doctor Summers .....	MICHAEL SHEARD
Charlie .....	DAVID CALDERISI
Sergeant Benton .....	JOHN LEVENE
Captain Mike Yates .....	RICHARD FRANKLIN
Brigadier Lethbridge Stewart .....	NICHOLAS COURTNEY
Corporal Bell .....	FERNANDA MARLOWE

Title music by RON GRAINER and  
BBC RADIOPHONIC WORKSHOP

Incidental music by DUDLEY SIMPSON

Script Editor, TERRANCE DICKS  
Designer, RAY LONDON  
Producer, BARRY LETTS  
Directed by TIMOTHY COMBE

BBC Recording  
Colour

FROM: Timothy Combe, 411 Threshold House

SUBJECT: BILLING: DR.WHO (FFF) "THE MIND OF EVIL" EPISODE 5 WEEK 9  
Saturday, 27th February 1971 BBC-1

TO: Mr. A.E. Kingshott, Room 6047 T.C. 30th December 1970

Copies to: H. Serials, Org.Serials, Sub-Editors, R.T. (2),  
Mrs.P. Fraser, Tel.Publicity Officer, Barry Letts: File

DOCTOR WHO

Starring JON PERTWEE

THE MIND OF EVIL  
by DON HOUGHTON

Episode 5

The creature in the Keller Machine begins a  
design of terror and the Doctor is forced to risk  
his life in a desperate attempt to control it.  
The Brigadier launches his attack on Stangmoor  
Prison, where Jo and the Doctor are hostages...

Doctor Who .....	JON PERTWEE
Jo Grant .....	KATY MANNING
Brigadier Lethbridge Stewart.....	NICHOLAS COURTNEY
Major Cosworth .....	PATRICK GODFREY
Mailer .....	WILLIAM MARLOWE
The Master .....	ROGER DELGADO
Captain Mike Yates .....	RICHARD FRANKLIN
Fuller .....	JOHNNY BARRS
Sergeant Benton .....	JOHN LEVENE
Barnhar .....	NEIL MCCARTHY
Main Gates Prisoner .....	MATTHEW WALTERS

Action by HAVOC

Title music by RON GRAINER and  
BBC RADIOPHONIC WORKSHOP

Incidental music by DUDLEY SIMPSON

Script Editor, TERRANCE DICKS  
Designer, RAY LONDON  
Producer, BARRY LETTS  
Directed by TIMOTHY COMBE

BBC Recording  
Colour



FROM: Timothy Combe, 411 Threshold House

SUBJECT: BILLING: DR.WHO (FFF) "THE MIND OF EVIL" EPISODE 6: WEEK 10  
Saturday, 6th March 1971 BBC-1

TO: Mr. A.E. Kingshott, Room 6047 T.C. 30th December 1970

Copies to: H.Serials; Org.Serials; Sub-Editors R.T.(2);  
Mrs. P. Fraser; Tel.Publicity Officer; Barry Letts; File

DOCTOR WHO

Starring JON PERTWEE

THE MIND OF EVIL  
by DON HOUGHTON

Episode 6

The prison is in Unit's hands. But the Master is still free - with a deadly nerve gas missile, primed and ready to fire. The Doctor finds an unexpected ally in his fight to control the alien mind parasite and embarks on a last desperate gamble to defeat the Master...

Mailer .....	WILLIAM MARLOWE
Brigadier Lethbridge Stewart.....	NICHOLAS COURTNEY
Doctor Who .....	JON PERTWEE
The Master .....	ROGER DELGADO
Jo Grant .....	KATY MANNING
Barnham .....	NEIL McCARTHY
Sergeant Benton .....	JOHN LEVENE
Prison Officers .....	BILL MATTHEWS
	BARRY WADE
	DAVE CARTER
	MARTIN GORDON
Captain Mike Yates .....	RICHARD FRANKLIN
Major Cosworth .....	PATRICK GODFREY
Doctor Summers .....	MICHAEL SHEARD

Title music by RON GRAINER and  
BBC RADIOPHONIC WORKSHOP

Incidental music by DUDLEY SIMPSON

Script Editor, TERRANCE DICKS  
Designer, RAY LONDON  
Producer, BARRY LETTS  
Directed by TIMOTHY COMBE

BBC Recording  
Colour



COPY <b>D</b>		To Editor		BBC FILM RECORDING REPORT									
				ORDER N <sup>o</sup> 29079				Date:- 3 / 1 / 71					
Roll	Cam	Mag. M/C	MGZE. F T/U		STOCK CODE	FOOTAGE	Laboratory:		Priority:		FR. No. 35/16		
	1						Stock:		Batch:		Title:- Dr WHO PFF		
	2						Process as Agreed				EP. 63221		
	3						DEVELOP AS NEGATIVE				Producer:-		
	4						SUPPLY <input type="checkbox"/> PROJ. PRINT(S)				405 625 Source:- VT 16		
	5						SUPPLY <input type="checkbox"/> TELECINE PRINT(S)				P. as B. Direct Feed Closed Cct.		
	6						with Print Ref. Dens. <input type="text"/>				Parallel Recorders:		
	7						and Print Track Dens. <input type="text"/>				Booked Time: 1400 — 1700		
	8						DEVELOP AS DIRECT POSITIVE				Actual Time: 1545 — 1615		
	9						Other Lab. Instructions:				Agreed with: VT 11		
	10						H.S.				COMOPT SEP MAG MUTE		
	11								Mag. Tape Type:-				
	12								Ent. R SPECIAL SOUND TAPE				
	13								Footage K				
	14						Deliver to:				Pre-recording Check by		
	15												
Total to be Processed:													
Total Film Used: K						VAK		RECORDING REPORT:		BL	PW	IL	PP
<p><i>Line recording at time</i></p> <p><i>Sound level at time</i></p> <p><i>See</i></p> <p><i>See</i></p>													
<p>Grey Scale: (2— 2)</p> <p>Signal w.r.t. L.U: <i>up to 100%</i></p> <p>Definition: (2— 2/3)</p> <p>L.F. Noise: (1— 2)</p> <p>H.F. Noise: (1— 2)</p> <p>Sound: (1— 2)</p> <p>Recording Engineer: <i>Dr. G. H. Jones</i> Checked by: _____</p>													
COMPOSITION OF RECORDING:													
Name of any Editor present:													
RECIPIENT'S NOTES:													



Barry Letts, Producer, 'Dr. Who.'

505 Union House.

4.1.71.

DUDLEY SIMPSON

Sybil Cave, Artists Bookings, Television,  
S312, Sulgrave, House.

Dudley Simpson is composing the music for Serial FFF. Would you please negotiate with him a contract similar to his contract on Serial EEE.

(Barry Letts)

1	PRODUCER	PRODUCER	DURATION	P66	PROJECT NO.	2340	7037
2	PROGRAMME TITLE	DR WHO EP 4	RECORDING NUMBER	V I T C / 6 H T / 6 3 2 2 3 / E P	Date Recorded	4/1/71	
3	PUNCHING INSTRUCTIONS:	1) When spool status is in column 1 only - Punch All Data 2) When spool status is in columns 2 - 5 Punch Lines 1-3 excluding Title, followed by any Spool Nos of corresponding Status Codes for those in final completed column. 3) Punch ☆ after last code.					DATE FIRST TX
4	REMARKS	SPOOL NO.		SPOOL STATUS			
5				1	2	3	4
6		44574		MS	TX		
7		INT. SNO. DUB		MS			
8							
9							



# Programme Recording Form

To: PRESENTATION DESK Room 4093 TC (PAEX 3711/3712)  
(Copies A & B)  
DEPARTMENTAL ORGANISER or ORG. ASST. (Copy C)  
PRODUCTION FILE (Copy D)

## TRANSMISSION:—

WEEK	7
DATE	13.2.71
NETWORK	BBC-1
Transmission in Monochrome or Colour	COLOUR

RECORDING NUMBER  
OR FILM GAUGEVTC/6HT/63222 / ED (Hand  
over Dept)TAKE No.  
ON FRONT OF  
PROGRAMME

1

PROJECT NUMBER

02340/7036

TITLE OF PROGRAMME

DR. WHO

EPISODE No.

3

COPY **D**

SUB-TITLE

"THE MIND OF EVIL"

PRODUCER OR PERSON RESPONSIBLE

Name BARRY LETTS

DEPARTMENT RESPONSIBLE

Drama, Serials, Tel.

Office Room  
& Tel. No.

505 Union

Home Tel. No.

## PRODUCTION DETAILS

- Overall duration of programme timed on V.T. machine/film footage counter..... 24'37"
- Overall duration of programme timed on stop watch/master clock..... 24'40"
- If only one timing method used has this been double checked?.....
- Duration of opening sequence..... 33" film + signature tune
- Details of opening sequence (state if subtitle is shown and when)..... "DR. WHO" at 16" in  
"The Mind of Evil" at 20"  
"by Don Houghton" at 24"  
"Episode 3" at 29"
- Duration of closing sequence (timed from the appearance of the **FIRST WRITTEN CREDIT**, item 7, to the **END**  
of the programme)..... 52"
- Wording of first closing credit..... Dr. Who JON PERTWEE
- Details and duration of final credit..... Directed by TIMOTHY COMBE  
BBC-tv (4" from end)
- If music is used in the closing sequence, does this end naturally with the end of the programme..... Yes
- If programme does not end with the fade down of the final credit, give concise details.....
- If contractual v/o credit is required please ensure that Presentation Desk has a running order of end credits.
- Script enclosed ~~to follow/already forwarded/not available~~ (please delete as required)
- Previous transmission dates and overall durations.....
- If a repeat, has programme been reviewed prior to this transmission?.....
- Remarks (to include v/o credits, introductory announcements etc. where required.)

SIGNED.....

DATE..... 5.1.71

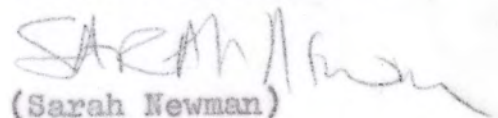
From: Secretary to Barry Letts - Producer DR. WHO

Room: 505 Union Hse      Date: 6th January 1971

Subject: DUDLEY SIMPSON

To: Ben Travers, and Sybil Cave (Bookings)

This is to confirm that Dudley Simpson will be performing at the Radiophonics Workshop for the work on DR. WHO FFF (6 episodes.) I would be grateful if you would go ahead with the appropriate contracts.  
Thank you.

  
(Sarah Newman)



COPY <b>D</b>	To Editor	<b>BBC FILM RECORDING REPORT</b>	
ORDER N <sup>o</sup> 29028		Date:- 7 / 1 / 71	

Roll	Cam	Mag. M/C	MGZE.		STOCK CODE	FOOTAGE	Laboratory:	Priority:	FR. No. 35/16	16
			F	T/U			Stock:	Batch:		
1									Title:-	
2							Process as Agreed		Dance	
3							DEVELOP AS NEGATIVE		Min. of (1) CP 16	
4							SUPPLY <input type="checkbox"/> PROJ. PRINT(S)		Producer:- B LETTS	
5							SUPPLY <input type="checkbox"/> TELECINE PRINT(S)		405	625
6									Source:- VT	
7							with Print Ref. Dens. <input type="text"/>		P. as B. Direct Feed Closed Cct.	
8							and Print Track Dens. <input type="text"/>		Parallel Recorders:	
9									Booked Time: 1400 — 1600	
10							DEVELOP AS DIRECT POSITIVE		Actual Time: —	
11							Other Lab. Instructions:		Agreed with:	
12									COMOPT	SEPMAG
13									MUTE	
14									Mag. Tape Type:-	
15									Ent. R	
									Footage K	
Total to be Processed:							Deliver to:		Pre-recording Check by	

Total Film Used:	K	VAK	RECORDING REPORT:	BL	PW	IL	PP

Grey Scale: (2— 2 )

Signal w.r.t. L.U: 1000

Definition: (2— 3 )

L.F. Noise: (1— 2 )

H.F. Noise: (1— 2 )

Sound: (1— 2 )

Recording Engineer: [Signature]

Checked by: [Signature]

COMPOSITION OF RECORDING:

Name of any Editor present:

RECIPIENT'S NOTES:



COPY <b>D</b>		To Editor		BBC FILM RECORDING REPORT												
				ORDER N <sup>o</sup> 29085						Date: 8 / 1 / 71						
Roll	Cam	Mag. M/C	MGZE. F T/U		STOCK CODE	FOOTAGE	Laboratory:		Priority:		FR. No. 35/16					
	1						Stock:		Batch:		Title:- <i>Doctor who Mind of 50 (3)</i>					
	2						Process as Agreed									
	3						DEVELOP AS NEGATIVE									
	4							SUPPLY <input type="checkbox"/> PROJ. PRINT(S)		Producer:-						
	5							SUPPLY <input type="checkbox"/> TELECINE PRINT(S)		405 625 Source:-						
	6							with Print Ref. Dens. <input type="text"/>		P. as B.		Direct Feed	Closed Cct.			
	7							and Print Track Dens. <input type="text"/>		Parallel Recorders:						
	8						DEVELOP AS DIRECT POSITIVE					Booked Time: <i>400 - 1600</i>				
	9							Other Lab. Instructions:  <i>H.S.</i>				Actual Time: <i>within above</i>				
	10						Agreed with:									
	11						COMOPT					SEPMAG	MUTE			
	12							Mag. Tape Type:-								
	13						Ent. R									
	14							Footage				K				
	15							Deliver to:				Pre-recording Check by				
Total to be Processed:										RECORDING REPORT:		BL	PW	IL	PP	
Total Film Used:						K	VAK									
<p><i>Spec. supplied on TDK mag.</i></p> <p><i>for sound cradle mtd.</i></p> <p>Grey Scale: (2-2 )</p> <p>Signal w.r.t. L.U: <i>-010%</i></p> <p>Definition: (2-2 )</p> <p>L.F. Noise: (1-2 )</p> <p>H.F. Noise: (1-2 )</p> <p>Sound: (1-3 )</p> <p>Recording Engineer: <i>M. Y. ...</i></p> <p>Checked by: .....</p>																
COMPOSITION OF RECORDING:																
Name of any Editor present:																
RECIPIENT'S NOTES:																



FROM: Chief Assistant (General) Drama Group Television  
Room No; 5098 T.C. Extn: Date: 12.1.1971.  
SUBJECT: HELICAL SCAN : BOOKING  
To: O.Serials D.Tel.

Copy to: Barry Letts  
Ron Craddock  
Chris Barry  
VT Ops Manager  
Geoff Taylor  
Recording Clerks  
VT Library

- 1) I have booked a Helical Scan machine for Dudley Simpson to review  $\frac{1}{2}$ " tapes of "Dr. Who" as follows:

Friday 15th January	1500 - 1700	5025 TC.
Saturday 16th January	1100 - 1300	5103 TC.
Monday 18th January	1100 - 1300	5103 TC.

Please ensure that Mr. Simpson knows of these dates. On the Friday and Monday he should collect the machine from, and return it to, my office, room 5098 TC. When he returns the machine on Friday we will give him the key to room 5103 TC and ensure that a machine is left in that room. When he has finished on the Saturday he should return the 5103 key to Main Reception.

You said that Mr. Simpson would be responsible for bringing the  $\frac{1}{2}$ " tapes and returning them to VT Library.

- 2) I note that "Z Cars" will record on Helical Scan in parallel with the main recording on Wednesday/Thursday 20th/21st January. Please finalise arrangements with Recording Clerks, letting me know if for any reason the booking cannot be accepted. Please let my office know the agreed Helical Scan recording numbers so that we can collect the  $\frac{1}{2}$ " tapes from VT Library.

I have also booked a machine for pre-editing playback 1000 - 1700 on Friday 22nd January. Would Chris Barry please collect the machine and tape from my office?

In due course I should be glad to know the amount of dubbing/editing you require for these productions together with any comments on the use - or otherwise - of Helical Scan.

BRIAN BATCHELOR

(Brian Batchelor)



# Programme Recording Form

To: PRESENTATION DESK Room 4093 TC (PAEX 3711/3712)  
(Copies A & B)

DEPARTMENTAL ORGANISER or ORG. ASST. (Copy C)  
PRODUCTION FILE (Copy D)

## TRANSMISSION:—

WEEK	8
DATE	20.2.71
NETWORK	BBC-1 COLOUR
Transmission in Monochrome or Colour	COLOUR

RECORDING NUMBER  
OR FILM GAUGE

VTC/6HT/63223/ED

TAKE No.  
ON FRONT OF  
PROGRAMME

1

PROJECT NUMBER

02340/7037

TITLE OF PROGRAMME

DR.WHO

EPISODE No.

4

COPY **D**

SUB-TITLE

"THE MIND OF EVIL"

PRODUCER OR PERSON RESPONSIBLE

Name BARRY LETTS

DEPARTMENT RESPONSIBLE

Drama, Serials, Tel.

Office Room  
& Tel. No.

505 Union

Home Tel. No.

### PRODUCTION DETAILS

- Overall duration of programme timed on V.T. machine/film footage counter..... 24'46"
- Overall duration of programme timed on stop watch/master clock..... 24'49"
- If only one timing method used has this been double checked?.....
- Duration of opening sequence..... 34" film & signature tune
- Details of opening sequence (state if subtitle is shown and when).....  
"DR.WHO" at 17"  
"The Mind of Evil" at 21"  
"by Don Houghton" at 24"  
"Episode 4" at 28"
- Duration of closing sequence (timed from the appearance of the FIRST WRITTEN CREDIT, item 7, to the END of the programme)..... 52"
- Wording of first closing credit..... Dr.Who JON PERTWEE
- Details and duration of final credit.....  
Directed by TIMOTHY COMBE  
BBC-tv (4" from end)
- If music is used in the closing sequence, does this end naturally with the end of the programme..... Yes
- If programme does not end with the fade down of the final credit, give concise details.....
- If contractual v/o credit is required please ensure that Presentation Desk has a running order of end credits.
- Script enclosed/to follow/already forwarded/not available (please delete as required)
- Previous transmission dates and overall durations.....
- If a repeat, has programme been reviewed prior to this transmission?.....
- Remarks (to include v/o credits, introductory announcements etc. where required.)

SIGNED.....

DATE 12.1.71 H



# Programme Recording Form

To: PRESENTATION DESK Room 4093 TC (PAEX 3711/3712)  
(Copies A & B)

DEPARTMENTAL ORGANISER or ORG. ASST. (Copy C)  
PRODUCTION FILE (Copy D)

## TRANSMISSION:—

WEEK	2	9
DATE	27.2.71	
NETWORK	BBC-1	
Transmission in Monochrome or Colour	COLOUR	

RECORDING NUMBER  
OR FILM GAUGE

VTC/6HT/63224/ED

TAKE No.  
ON FRONT OF  
PROGRAMME

1

PROJECT NUMBER

02340/7038

TITLE OF PROGRAMME

DR.WHO

EPISODE No.

5

COPY **D**

SUB-TITLE

"THE MIND OF EVIL"

PRODUCER OR PERSON RESPONSIBLE

Name

BARRY LETTS

DEPARTMENT RESPONSIBLE

Drama, Serials, Tel.

Office Room

& Tel. No. 505 Union

Home Tel. No.

### PRODUCTION DETAILS

- Overall duration of programme timed on V.T. machine/film footage counter..... 23'38"
- Overall duration of programme timed on stop watch/master clock..... 23'38"
- If only one timing method used has this been double checked?.....
- Duration of opening sequence..... 33" (film & signature tune)
- Details of opening sequence (state if subtitle is shown and when).....  
"DR.WHO" at 16" in  
"The Mind of Evil" at 20"  
"by Don Houghton" at 24"  
"Episode 5" at 28"
- Duration of closing sequence (timed from the appearance of the **FIRST WRITTEN CREDIT**, item 7, to the **END** of the programme)..... 52"
- Wording of first closing credit..... Dr.Who JON PERTWEE
- Details and duration of final credit.....  
Directed by TIMOTHY COMBE  
BBC-tv (4" from end)
- If music is used in the closing sequence, does this end naturally with the end of the programme..... Yes
- If programme does not end with the fade down of the final credit, give concise details.....
- If contractual v/o credit is required please ensure that Presentation Desk has a running order of end credits.
- Script enclosed/to follow/already forwarded/not available (please delete as required)
- Previous transmission dates and overall durations.....
- If a repeat, has programme been reviewed prior to this transmission?.....
- Remarks (to include v/o credits, introductory announcements etc. where required.)

SIGNED

DATE 12.1.71



# Programme Recording Form

To: PRESENTATION DESK Room 4093 TC (PAEX 3711/3712)  
(Copies A & B)

DEPARTMENTAL ORGANISER or ORG. ASST. (Copy C)  
PRODUCTION FILE (Copy D)

## TRANSMISSION:—

WEEK	10
DATE	6.3.71
NETWORK	BBC-1
Transmission in Monochrome or Colour	COLOUR

RECORDING NUMBER OR FILM GAUGE VTC/6HT/63225/BD		TAKE No. ON FRONT OF PROGRAMME 1	PROJECT NUMBER 02340/7039
TITLE OF PROGRAMME DR.WHO		EPISODE No. 6	COPY <b>D</b>
SUB-TITLE "THE MIND OF EVIL"	PRODUCER OR PERSON RESPONSIBLE Name BARRY LETTS		
DEPARTMENT RESPONSIBLE Drama, Serials, Tel.	Office Room & Tel. No. 505 Union	Home Tel. No.	

### PRODUCTION DETAILS

- Overall duration of programme timed on V.T. machine/film footage counter..... 24'48"
- Overall duration of programme timed on stop watch/master clock..... 24'48"
- If only one timing method used has this been double checked?.....
- Duration of opening sequence..... 33" (film & signature tune)
- Details of opening sequence (state if subtitle is shown and when)..... "DR.WHO" at 17" in  
"The Mind of Evil" at 21"  
"by Don Houghton" at 25"  
"Episode 6" at 29"
- Duration of closing sequence (timed from the appearance of the FIRST WRITTEN CREDIT, item 7, to the END  
of the programme)..... 54"
- Wording of first closing credit..... Dr. Who - JON PERTWEE
- Details and duration of final credit..... Directed by TIMOTHY COMBE  
BBC-tv (4" from end)
- If music is used in the closing sequence, does this end naturally with the end of the programme. Yes..
- If programme does not end with the fade down of the final credit, give concise details.....
- If contractual v/o credit is required please ensure that Presentation Desk has a running order of end credits.
- Script enclosed to follow/already forwarded/not available (please delete as required)
- Previous transmission dates and overall durations.....
- If a repeat, has programme been reviewed prior to this transmission?.....
- Remarks (to include v/o credits, introductory announcements etc. where required.)

SIGNED..... T.P. Letts

DATE..... 12.1.71



## CONTINUATION SHEET. 47-102

INTERNAL COSTS								EXTERNAL COSTS				
NAME	UNIT	CODE	Quantity	Dec	Drg	Spread	RATE	£	REMARKS	NAME	Code	£
Producer	D	A01	7				33	231	STRAND AVERAGE FOR EPISODES 2 - 6 OF 6 PART SERIAL	Artists Fees	101	1300
Asst Producer/Director	D	A02	6				33	198		Curr. Aff/O.B. Long Term Corr	102	
P.A.	D	A05	6				19	114		Repeat/Repro. Fees	104	
Producer's Assistant	D	A07	6				8	48		Walk Ons	132	
Research Assistant	D	A06								Staff Fees	103	
Secretary	D	A08	7				6	42		Copyright	106	300
Drama A.F.M.	D	A11	6				10	60		Orchestra	105	100
Assoc Prod.	D	A04	7				29	203		Orchestrations	109	
Script Editor	D	A09	7				30	210		Facility Fees	108	
Designer	D	F23	5			42	19	95		Hire of Photographs	134	
Design Assistant	D	F30	6				15	90	Scenic Servicing	120	650	
Graphics	F	F06	54					54	Graphics	136	50	
Visual Effects	F	F07	18					18	Visual Effects	137		
Scenic Projection	F								Costume	122	100	
Construction	H	G10	500			42	2.25	1125	Make-Up	121	25	
Costume Supervisor	D	H01	5			42	20	100	Hired Studio Equipment	127		
A & M	F	G11	450					450	Hired O.B. Equipment	128		
Dressers	H	H03	65				2.25	147	Overseas Production Facil.	125		
Make-Up Supervisor	H	I 01	24			42	2	48	Film Purchase	123		
Make-Up Assistant	H	I02	48				1.50	72	Film Costs	124		
Floor Manager	D	J01							Film Lighting	136		
A.F.M.	D	J02							Helicopter	133		
Floor Assistant	D	J03	2				10	20	Transport	129		
Rehearsal Rooms	D	J 20	6			42	13	78	V.T.R.	131	125	
Film Shooting (Sync)	D	D							Film Recording	130		
Film Shooting (Silent)	D	D							Miscellaneous	135		
Film Editing	D								Hospitality	113		
Film Dubbing	H	D13							T. & D. (Foreign)	524		
Film Lighting												
Stages	D	D										
Lot	D	D27										
Studio G	D	C04	1				1070	1070				
Studio C	H/D	C44	13				44	572				
M.C.R. (inc. 4 Cameras)	D											
Additional Cameras	D											
Paving Eye	D	E14										
Radio Link	D	E16										
Temporary Lines	F	E20										
O.B. Lighting	F	E22										
O.B. Transport	F	E23										
O.B. Engineering T&D	F	E24										
VTR Recording/Repro	H	K01	5	50			7.50	42				
VTR Editing	H	K02	6				7.50	45				
Telecine	H	K03	11				8.50	94				
Radiophysics	H	L12	20				4	80				
Photographer	H	M05	1				4	4				

MINUTES OF SPECIALLY SHOT FILM



From:

Secretary to Barry Letts - Producer of DR. WHO

Room No. &  
Building:

505 Union Hse

Tel.  
Ext.:

date: 11th Feb.1971

Subject:

'MIND OF EVIL' PROJECT NO. 02340/7034 - 39  
DOCTOR WHO

To:

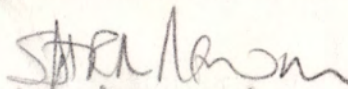
Ben Travers.

Dudley Simpson has composed music for DR. WHO  
'The Mind of Evil' (project no. as above) for  
6 episodes, timings of which now follow:

Ep. 1	4' 45"
Ep. 2	5' 5"
Ep.3	6' 31"
Ep.4	3' 18"
Ep. 5	4' 02"
Ep. 6	1' 51"

TOTAL:     25' 32"

I would be grateful if you could now arrange payment.  
Thank you.

  
(Sarah Newman)



## Television Film Sequence Order

To :-

British Movietonews Ltd.,  
North Orbital Road,  
Denham,  
Uxbridge,  
Middlesex.

Sequence Order No.

6020

Date 19th July 1971

For the attention of:

Will you please confirm your agreement to grant the British Broadcasting Corporation the rights specified below in the undermentioned film material on the terms and conditions below and overleaf, **BY COMPLETING THE DUPLICATE OF THIS FORM IN THE SPACE PROVIDED, AND RETURNING THE SIGNED COPY TO THE ADDRESS INDICATED.**

Payment will be made by the Corporation's Accounts Department following the transmission (or distribution) of the programme which included your material.

for Head of Purchased Programmes

BBC Programme Title.....		DR. WHO PUT THE MIND OF EVIL	
Transmission Date.....		30.1.71	
Project No.....		2340/7034	
<p><b>Part A</b></p> <p>1. <b>Rights</b> Non Exclusive, British Islands, Television</p> <p>2. <b>Number of Transmissions</b> One over each of the Corporation's Transmitters in either, but not both, of its television services. (But see paragraph 6 overleaf.)</p> <p>3. <b>Footage and Description of Material used and Royalty</b></p> <p>50 x 35mm feet ex your film <b>FLAMES</b> at the agreed royalty charge of £1 per foot .....</p> <p><b>Total</b>.....</p>			
		£50.00	
<p><b>Part B</b></p> <p>1. <b>Royalty due in the event of a repeat transmission of the above programme over each of the Corporation's transmitters in either but not both of its Television services</b></p> <p>2. In the event that the programme incorporating your material is distributed in Television and non-theatric markets throughout the World, then the following royalties will become payable in respect of these additional rights</p>			
Commonwealth		World	
U.S.A.		British Islands	
Europe and Rest of World		non-theatric only	